

Annexation of Latrobe FPD

White Paper

Revised July 18 , 2013



*50 Years
of Service*



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In Cooperation With

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Contents

| | |
|---|-----------|
| Executive Summary | 3 |
| Tentative Agreements | 4 |
| a. Governance and Representation | 4 |
| i. Service Levels | 4 |
| b. Branding | 5 |
| i. Stations & Equipment..... | 5 |
| ii. Latrobe Personnel..... | 5 |
| c. Personnel | 5 |
| i. Non-Safety “Specialized Volunteers” | 6 |
| ii. First Responder EMS Personnel..... | 6 |
| iii. Apprentice/Reserve Firefighters..... | 6 |
| iv. Volunteer Firefighters..... | 7 |
| v. Physical Agility Testing, Medical & Drug Testing, Background Check, DMV Reporting Requirements..... | 7 |
| vi. Additional Program Opportunities for LFPD Personnel | 8 |
| vii. Part Time Latrobe Area Coordinator | 8 |
| viii. Part Time Latrobe Office Administrator..... | 10 |
| ix. Important Note | 10 |
| d. Equipment Positioning and Response | 10 |
| Finance | 10 |
| a. Staffing Proposal (Now & Future) | 11 |
| b. Retirement LFPD Personnel | 11 |
| c. Miscellaneous Costs of Annexation | 11 |
| Risks & Benefits – LFPD & EDHFD | 13 |
| Recommendation | 14 |

Executive Summary

This document outlines the preliminary agreement between El Dorado Hills Fire Department (EDHFD) and the Latrobe Fire Protection District (LFPD) as it relates to the annexation of Latrobe FPD. For over a year, discussions have been occurring between the two districts related to combining the fire departments into one agency. The motivation behind this consideration is largely financial. Due to the downturn in the economy and subsequent devaluation of property tax coupled with the El Dorado County Board of Supervisors decision to cease the “Aid to Fire” funding the current minimum level of service delivery provided by LFPD to its residents is exceeding revenue by an estimated \$110,000 annually. Currently while LFPD has approximately \$400,000 in their reserve account at this annual deficit rate this current minimal level of service is unsustainable for the future. The other motivation for this annexation is to increase efficiencies in Fire Department Operations within El Dorado County, and to secure long term viability for both districts by securing growth and expansion capabilities for the future district and its personnel.

These discussions began with multiple options including a contract for service, consolidation, merger, or annexation. Initially Latrobe FPD entered into a contract for service agreement with El Dorado Hills Fire Department to augment Latrobe’s current capabilities insuring that a minimum of one ALS engine was responding to all calls generated in Latrobe. With that contract in place, work continued regarding a more permanent solution. After significant research into the legalities of the various types of unions that two agencies could use to combine, it was determined that due to the legal restraints placed on EDHFD related to the protection of the current ERAF (Educational Revenue Augmentation Fund) exemption, annexation was the only viable course of action for EDHFD to consider. With that information on the table, LFPD and EDHFD decided to continue discussions focused on annexation into the EDHFD’s sphere of influence.

It is understood that operationally, the two agencies are very different and have optimized their individual response capabilities to meet the demands of the communities that they serve while living within current budgetary constraints. With this in mind, both agencies understand that upon annexation with the exception of the agreements outlined in this document all personnel will be required to adhere to EDHFD Rules, Regulations and Policies.

As mentioned earlier some of the benefits of this annexation proposal to the districts and the county are obvious and immediate such as efficiency improvements within the new district, preservation of the automatic and mutual aid system within the county, and maintained or increased Emergency Response and Fire Prevention services to the Latrobe residents. Other benefits are not as evident and are realized over a much longer term such as

future expansion and greater opportunity for the district due to the larger area served. As the newly expanded district builds out in the future, this equates to greater efficiencies, better service delivery to the public, and significant operational cost savings.

This document serves as a starting point for agreement on the major issues related to annexation of the two districts. It is understood that no document or plan can predict all of the issues that will arise as two districts come together; however, by following the principals of mutually beneficial collaboration, we are certain that this will benefit the residents of Latrobe and El Dorado Hills, El Dorado County as a whole, and the EDHFD and LFPD Fire Department personnel.

Tentative Agreement

The following are the major topics of agreement between both districts. These agreements cover governance, equipment, personnel, operations, and finance. They are not intended to be all inclusive but stand as a guide to assist with the decision process as we move forward with annexation. It is understood that the annexation of two districts with a long history of community pride and service comes with a lot of emotional and operational hurdles that need to be overcome. It is important for each agency to fully understand the place in which the other is coming from and for that to occur, you must be able to place yourself in the other person's/district's position while fully contemplating each of the following situations:

a) Governance and Representation

The Latrobe area will maintain community representation in the form of an advisory council made up of Latrobe Community Members and/or current LFPD Board Members. This Advisory Council will remain in effect until the next open election (Nov 2014). This Council will take issues and suggestions to the Fire Department Board of Directors for action. Upon the next open election in November of 2014, all residents within the newly formed district will be eligible to run for the Fire Department Board seats. (Three seats will be open for election in November 2014). After the election all issues and concerns can be brought before the Fire Department Board by any member of the public at the regularly scheduled Board Meeting. Until that time the Latrobe Area Council will work closely with the Fire Department Board of Directors in an advisory role regarding, but not limited to, the following topics:

i. Service Levels to the Latrobe Community

1. Response Times
2. Equipment
3. Staffing & Personnel

4. Performance Criteria
5. Community Activities/Events
6. Policies (that pertain to the Latrobe Area)
7. Budget

b) Branding

Latrobe has a well-deserved sense of community pride. Both agencies agree that this needs to continue with proper branding for the new district.

i. Stations and Equipment

1. Fire apparatus may have the addition of a small sign stating “Service Provided by El Dorado Hills Fire Department” under the existing LFPD logo. Other ideas could be similar to the dual patch used by Cameron Park and CalFire.
2. Stations can be rebranded to identify both the new department and still represent the community. For example;
 - a. El Dorado Hills Fire Department – Latrobe Station 91
3. An EDHFD Representative will work with the “Latrobe Area Coordinator” to determine the design and placement of branding.
4. All lease agreements currently in place between the property owners where stations 91 & 92 are located & LFPD will need to be continued in perpetuity with the new district.

ii. Latrobe Personnel

1. Personnel that stay with the new district will have 3 months from official annexation date to acquire the approved El Dorado Hills Fire Department uniform and patches. The expense for this will be incurred by the newly combined Fire Department.

c) Personnel

Due to the uniqueness of the Latrobe area, the current Latrobe personnel can provide an invaluable resource not only for area and community familiarization but also for specialized situations encountered with the very rural settings within the Latrobe area. It is the intent of both districts to meld the two organizations together into one coordinated and well-trained group of personnel. Currently, while both organizations

have volunteer and apprentice positions, there are differences in the requirements that will need to be addressed. Collaboration from both organizations has resulted in the following understanding regarding these proposed positions. It is important to note – as with all classifications these positions will be continually evaluated as to need versus safety and district liability. It is also important to note that with the exception of some minor policy changes to accommodate the following positions all personnel will be required to adhere to existing EDHFD Rules, Regulations, and Policies:

i. Non-Safety Specialized Volunteers (LFPD) (Volunteer-in-Support EDHFD)

It is understood that these people provide a valuable resource and are needed to accomplish the mission of Fire and EMS response within the rural area of Latrobe. Currently EDHFD has a “Volunteer in Support” position that these Specialized Volunteers could be classified in. Within 3 months of annexation these individuals would need to meet the requirements outlined for EDHFD Volunteer in Support (non-safety). Once the individual meets the requirements they will assume that role, and would then serve under the Rules and Regulations for an EDHFD Volunteer in Support – Non-Safety.

ii. First Responder EMS Personnel (LFPD)

Some Latrobe personnel are at a lower level of EMS capability than currently required of EDHFD Volunteer Firefighter - Safety personnel. These LFPD Safety Personnel will have 12 months from the annexation date to upgrade to EMT. Upon successful completion and certification the cost for this will be covered by the district.

iii. Apprentice Firefighter (Non-Paid) – Reserve Firefighter (Stipend)

Both districts currently operate an Apprentice program, and it is the intent of the combined district to meld these personnel together into one group that can fill the mission for the newly expanded district once annexation is official. These personnel serve to augment the paid staffing while receiving valuable training that will enhance their future career opportunities. Obviously the responsibilities of both EDHFD and LFPD Apprentices would grow to the mission of the newly expanded district. This would create additional opportunities for these personnel allowing them the opportunity to enhance their training and experience level. Once a person meets or exceeds all of the qualifications for Apprentice including endorsement by a Company Officer, and is appointed to the Apprentice position, the organization will commit to providing them with the training and experience outlined by the State Fire

Marshal's Office to obtain their Firefighter 1 endorsement. The goal of the Apprentice and their assigned Officer would be to have this SFM FF1 endorsement completed by the end of their first year. During this year, these employees would be unpaid and classified as an Apprentice. Once the Apprentice receives a SFM FF1 Certification, and has completed the first year on the job (pending a satisfactory performance evaluation) they may be eligible for promotion to a Reserve Firefighter (new position). This Reserve Firefighter position would be a part time paid – non-benefited 960 hour per-year position and could operate as needed in the district for engine/squad staffing. Once the Reserve position is achieved, further training would be focused on attaining the level of Driver Operator. All Apprentices and Reserve Firefighters must be at minimum EMT Level Certified, and meet all the EDHFD requirements for that position. Latrobe personnel currently filling these “staffed positions” would have the ability to (after successful completion of the EDHFD employment processes) obtain a reserve firefighter position.

iv. Volunteer Firefighter (LFPD/EDHFD)

Both districts incorporate Volunteer Firefighters into their missions. These are classified as safety personnel, and it is the intent of the districts to combine these two groups into one highly trained and well-equipped force with no boundaries as to where they can operate once certified on district equipment. Having all Volunteers versatile in all areas, stations and equipment within the district enhances emergency response capabilities for both communities. Typically, the Volunteer organization is the feeder for the Apprentice program, but occasionally out-of-district personnel can be appointed directly to the Apprentice program if they come with their EMT certification and a graduation certificate from a fully accredited fire academy. Once the individual meets the requirements they will assume that role, and would then serve under the rules and regulations established for an EDHFD Volunteer Firefighter

v. Physical Agility Testing/Medical & Drug Testing/Background Check/DMV Report

In an effort to insure the continued safety of all personnel, the safety of our community members, and the integrity of the local fire service, all LFPD personnel that wish to migrate into the combined agency will be required to meet the safety standards currently required by EDHFD. Within the first three months following official annexation, all LFPD safety personnel (firefighting staff) will be required to pass all of the following requirements; current

physical agility test, or provide a current CPAT test certificate, medical and drug screening including approved respirator test, and a background check including a polygraph exam. Specialty (Non-Safety Volunteer in Support) personnel migrating to the new agency will only be required to take and pass a background check. In order to become an active member of the newly expanded district Latrobe personnel must meet these requirements prior to the finalization of the annexation. All Volunteer personnel wishing to operate apparatus will need to maintain the appropriate DMV medical for the type of license they hold. All active members that are required to drive to and from stations or incident locations for emergency calls will be added to the DMV reporting system; responding personnel will be required to keep on file current proof of a California Driver's License and auto insurance along with any additional certifications they may possess such as CPR, EMT, Paramedic Certifications, El Dorado County Accreditation Certifications, etc. Failure to pass any of the above mentioned criteria will result in suspension from the program. This suspension will remain in effect until the failure can be remediated, and successfully passed.

vi. Additional Program Opportunities For LFPD Personnel

LFPD personnel will also have the opportunity to participate in additional programs that have been developed by EDHFD. These programs include, but are not limited to, the Med-Tech position in which individuals (after qualifications have been met), can fill openings on the JPA Ambulance as an EMT or EMT-P. The Med-Tech position is a paid, non-benefited position. Opportunities also exist for acceptance to a three year limited term appointment to an EMS-Tech position. This position is assigned to a JPA Medic Unit. The EMS-Tech position is paid with benefits and is intended to be the training ground for hiring into Fire Department positions.

vii. Part-Time Latrobe Area Coordinator (1 Year Limited-Term 960 Hour Position – Cost Not To Exceed \$30,000)

Prior to annexation and then during a one year transition period after annexation, the Latrobe Area Coordinator will work closely with EDHFD Staff to insure Fire Department operations are meeting the Latrobe community expectations. This position would coordinate and facilitate the smooth transition of all LFPD personnel into the new organization and ensure that EDHFD personnel are trained and familiarized to the additional challenges of the Latrobe community. To accomplish this, the Latrobe Area Coordinator will

work closely with the EDHFD Training Chief to insure that the LFPD personnel including Specialty, Volunteer, Apprentice, and all Non-Safety personnel are receiving the proper training and experience to allow them to be successful within the mission of the newly formed organization. This person will also work directly with the EDHFD Operations Chief to insure staffing and operational requirements are met within the Latrobe area. This position would be appointed by the current LFPD Board of Directors. The continued need for this position will be evaluated on an ongoing basis, and the position may be renewed as necessary in the future.

NOTE: This position would be a limited term – Part time 960 hour employee. Legally there can be no cross-over between Volunteer (non-paid or stipend), and paid part time employment. At the end of this appointment the Latrobe Area Coordinator would have several options available including;

1. Terminate employment with the district
2. Remain with the organization as a non-paid Volunteer Firefighter – Currently the EDHFD Volunteer rank structure accommodates three positions; Lieutenant, Engineer and Firefighter and depending on qualifications this person could be placed into one of these ranks. As a Volunteer this person could also participate in the paid non-benefited Med-Tech Part Time Positions.
3. Seek paid full time benefited employment with the district at an entry level position. If full time safety employment is desired there is a path available and EDHFD would assist the candidate in attaining all required minimum qualifications for this entry level position. The following certifications and tasks are necessary for consideration in a hiring process:
 - i. Completed EDHFD Ambulance Task Book
 - ii. Must be SFM FF1 Certified
 - iii. Must be at a minimum EMT Certified (EMT-P Preferred)
 - iv. Successfully complete all training assignments
 - v. Worked successfully in the Med-Tech Ambulance position
 - vi. Must have maintained satisfactory performance appraisals

Note: Completion of these qualifications is not a guarantee of employment, and an entry level position must be available for this potential to exist. All safety employees currently enter the organization through the JPA Ambulance

Firefighter positions (EMS Tech). As attrition occurs, these positions are anticipated to be absorbed into the Fire Department.

viii. Part Time Latrobe Office Administrator (Cost Not To Exceed \$5000)

The district will utilize a part time Latrobe Secretary to deal with transitional issues involving finances, correspondence, records management, and other administrative issues. This person will work closely with the Fire Chief, the Training Chief, the Operations Chief, and the District CFO to coordinate a smooth transition of these issues. The continued need for this position will be evaluated on an ongoing basis and the position may be discontinued when appropriate.

ix. Important Note:

Once an employee begins receiving payment (that is tied to hours worked) for a position; for example Reserve Firefighter they can by law no longer volunteer for that organization.

d) Equipment Positioning & Response

It is understood that due to the very rural nature and layout of the Latrobe area, creative resource deployment models may be warranted. It is also understood that often a quick response is critical for a rapid mitigation and positive outcome to an emergency. Because of these factors, the following deployment models have may be utilized:

- i. Policies will be incorporated that allow Volunteers to respond directly to the scene when appropriate.
- ii. Emergency equipment may be placed throughout the district where it makes sense for rapid deployment with specialized qualified personnel.

Finance

Currently Latrobe receives a very low AB-8 allotment of 4.8% of the 1% property tax rate. This equates to approximately \$105,000 annually in secured tax. This, added to the parcel assessment and other minimal revenue generating events, currently gives Latrobe an annual operating budget of \$141,000. This is not enough to guarantee even a basic level of service to the Latrobe community. For EDHFD to annex Latrobe and provide the appropriate level for current and future Fire and EMS service to the community of Latrobe, the AB-8 Rate would need to be adjusted upon annexation. To provide adequate protection to the community of Latrobe, the AB-8 adjustment would need to increase to 15% for all existing property and 17%

for all new development. With this increase, the estimated secured tax would increase to approximately \$328,000 giving the district some viable - yet still - minimum staffing options. This AB-8 Increase could adjust over time with a secured agreement with the EDC Board of Supervisors. Without a commitment from the EDC Board of Supervisors to fund this venture adequately for future sustainability of Fire and EMS for the Latrobe area this effort becomes inadvisable for EDHFD, and any prior annexation agreements between EDHFD and LFPD would become null and void.

a) Staffing Proposal – Now & Future:

At an acceptable AB-8 rate adjustment from the County BOS, and subsequent increased revenue level it would be the goal of EDHFD to - upon annexation - staff a Latrobe station with one (1) Paid 40 hour Paramedic/Captain, and two (2) “Reserve” Firefighters covering the Latrobe Area Monday through Friday From 08:00 to 18:00 hours with ALS Capabilities. After hours and weekend staffing would continue to be from Latrobe Area Volunteer response and EDHFD ALS Station 87. Chief Officer Coverage would be supplied from El Dorado Hills Duty Chief, and EDHFD backup Chief 24/7/365. After annexation all Training, Fire Prevention, Equipment Maintenance, IT Support, Human Resources, Administrative Support, and Financial responsibilities would be absorbed by the appropriate EDHFD division after the appropriate transition time.

NOTE: It is the full intent of EDHFD and the EDHFD Board of Directors to fully staff the Latrobe Area with a three (3) person crew (Captain, Engineer, Firefighter/Paramedic) 24/7/365 as soon as financially possible. This is obviously dictated by Latrobe Area growth, call volume, and related revenue, so it is currently impossible to put a date on the timing of this, but EDHFD and the EDHFD BOD would evaluate the need on a continuous basis.

b) Retirement (Volunteer Personnel)

It is understood that LFPD has Volunteers that participate in a retirement system, and it will be necessary to complete any existing Volunteer Length of Service Contracts for those enrolled personnel currently in good standing with the LFPD. All costs for this would be borne by LFPD Reserves, and then the program would be terminated. EDHFD Volunteers do not participate in a retirement system.

c) Miscellaneous Costs of Annexation

As with any annexation initially there are costs involved. These costs are related to anything from additional education required to bring personnel up to standard, uniform and PPE updates, payouts, medical testing, background checks, station and equipment

branding, updating of safety equipment to meet standards, etc. These costs will be covered out of the LFPD Reserve Fund. The additional administrative costs will be absorbed by EDHFD within the newly formed district.

Risks & Benefits – LFPD & EDHFD

Below are the foreseeable risks and benefits of annexation. This is not intended to be all inclusive. As it is with any merger there will be unforeseen issues that may pose both risk or benefit depending on perspective, but the list is meant to bring these foreseeable issues to the surface for consideration to help with decision making as the process moves forward. Note that many of the benefits can also be considered risks which are again dependent on perspective and situation, so you will need to draw your own conclusions as to what category they fall into.

- Doubling District size and more importantly doubling the potential tax base for the future. Also provides some protection to the department as district boundaries expand beyond the origins of EDH.
- Increased efficiencies by removing redundant functions including; Training, Fire Prevention, Chief District Coverage, Administrative Support, Human Resources, Apparatus Maintenance, IT, etc.
- Operating from same Performance Standards increases fireground efficiency and serves the public better
- Opens additional opportunities for successful grant applications
- Increased apparatus inventory expanding District capabilities by the additions of the Latrobe Fleet;
 - 2007 – 2000 gal Water Tender
 - 2011 – Type II Engine with 2000 gal tank
 - 2007 – Utility Pick-up
 - 2007 – Type 4 Squad
- Both LFPD and EDHFD are debt free
- Additional Engine for response in the EDHFD Mix during the day hours M-F
- Two additional stations (91 & 92) at low cost long term lease
 - Neither have sleeping quarters, so those would need to be added when appropriate
- 10 additional trained Volunteers added to EDHFD
- 6 additional Apprentices added to EDHFD
- 4 LFPD Volunteers are ALS Paramedics, but need qualification in El Dorado County
- Larger pool and lower cost training grounds (Latrobe) for future Firefighters coming into system

Recommendation

Taking into consideration all of the conditions listed above related to governance, equipment, personnel, operations, and finance it is the recommendation of the EDHFD Fire Chief, and the LFPD Fire Chief to move forward to Board of Director approval relating to these topics. Once approved by both governing Boards, the process can move on to a formal BOD Resolution in favor of the Annexation of Latrobe FPD into El Dorado Hills and then to the formal LAFCO application process.

David C. Roberts – Fire Chief, El Dorado Hills Fire Dept.

DATE

Chris Couper – Fire Chief, Latrobe Fire Protection District

DATE

Greg Durante –Board President, El Dorado Hills Fire Dept.

DATE

Dennis Carroll – Board President, Latrobe Fire Protection District

DATE



EL DORADO HILLS COUNTY WATER DISTRICT

BOARD OF DIRECTORS² POLICY MANUAL

Approved: December 19, 2007
Revised: May 27, 2009

EL DORADO HILLS COUNTY WATER DISTRICT
Board of Directors² Policy Manual

TABLE OF CONTENTS

| NUMBER | POLICY TITLE | PAGE |
|---------------|--|-------------|
| 1 | Purpose of Board Policies | 3 |
| 2 | Adoption/Amendment of Policies | 3 |
| 3 | Conflict of Interest | 4 |
| 4 | Public and Policy Complaints | 4 |
| 5 | Copying Public Documents | 5 |
| 6 | Public Contributions | 5 |
| 7 | Governance Roles | 6 |
| 8 | Code of Ethics | 6 |
| 9 | Attendance at Meetings | 9 |
| 10 | Expenditure Pre-Approval and Reimbursement | 9 |
| 11 | Training, Education and Conferences | 10 |
| 12 | Directors' Compensation | 12 |
| 13 | Board President | 12 |
| 14 | Members of the Board of Directors | 12 |
| 15 | Committees of the Board of Directors | 13 |
| 16 | Basis of Authority | 14 |
| 17 | Ethics Training | 14 |
| 18 | Stipends for Reimbursed Out of District Services | 15 |
| 19 | Board Meetings | 15 |
| 20 | Fire Chief's Annual Performance Evaluation | 17 |
| 21 | Consequences of Policy Violation | 17 |
| 22 | Board Meeting Agenda | 17 |
| 23 | Board Meeting Conduct | 18 |
| 24 | Board Actions and Decisions | 19 |
| 25 | Review of Administrative Decisions | 21 |
| 26 | Minutes of Board Meetings | 21 |
| 27 | Rules of Order for Board and Committee Meetings | 22 |
| 28 | Previous Board Policies and Reserve Funds | 24 |

ADDENDUM TO POLICY MANUAL

| | | |
|---|------------------------|----|
| 1 | Community Meeting Room | 27 |
| 2 | Signboard | 32 |

EL DORADO HILLS COUNTY WATER DISTRICT

Board of Directors¹ Policy Manual

POLICY 1

Purpose of Board Policies

1.1 It is the intent of the Board of Directors of the El Dorado Hills County Water District (aka El Dorado Hills Fire Department) to maintain a Manual of Board Policies. This Manual does not include the Operational Policies which govern the day to day District Operations. Contained herein is a comprehensive listing of the Board's current policies, being the rules and regulations governing the Board's activities, enacted by the Board from time to time. The Manual of Board 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. Each newly elected Director of the Board should be issued a copy of this Policy Manual, a copy of the Districts By-Laws, a copy of the Institute for Local Self Government document entitled "Everyday Ethics for Local Officials (Finding your way)", and a copy of the Brown Act Laws by the District Secretary (or their delegate) at the time of the Director's¹ swearing of the Oath of Office.

1.2 If any policy or portion of a policy contained within the Manual of Board Policies is in conflict with rules, regulations or legislation having authority over El Dorado Hills County Water District, said rules, regulations or legislation shall prevail.

POLICY 2

Adoption/Amendment of Policies

2.1 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 shall be initiated by a Director submitting a written draft of the proposed new or amended policy to each Director 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.

2.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a majority affirmative vote of the entire Board of Directors.

2.3 Copies of the proposed new or amended policy shall be included ~~on~~ ~~in~~ the agenda ~~and in the~~ -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 three (3) days prior to any meeting at which the policy(ies) are to be considered.

POLICY 3

Conflict of Interest

3.1 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 are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the El Dorado Hills County Water District.

3.2 Board Resolution 91-7 was established to help define the continued role that a newly elected or appointed Board of Director who served as a volunteer firefighter could maintain. The El Dorado Hills Firefighters Association (EDHFA) maintains a set of Bylaws that define 4 classifications of membership (Active, Inactive, Life and Honorary). Honorary members constitute the elected or appointed Directors of the District. A Board member may also qualify as a Life Member, due to their previous service. The El Dorado Hills Firefighters Foundation was formed as an independent body ~~from form~~ the EDHFA and is a 501c(3) tax exempt organization. Board members may continue to serve the EDHFA or the Foundation without restriction, as long as they comply with Resolution 91-7.

POLICY 4

Public and Policy Complaints

4.1 The Board of Directors desires that public and policy complaints are resolved at the lowest possible administrative level and that the method for resolution of complaints is logical and systematic.

4.2 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.

4.3 A policy 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.

4.4 The method of resolving complaints shall be as follows:

- (a) The individual with a complaint shall first discuss the matter with the Fire Chief or his/her designee with the objective of resolving the matter informally.

(b) If the complaint cannot be resolved informally, the Fire Chief shall take action resolve the complaint on a formal basis and communicate to the Board President the results of such disposition.

(c) If the individual registering the complaint is not satisfied with the formal disposition of the complaint by the Fire Chief, they may request consideration by the Board of Directors by filing said appeal in writing within thirty (30) days of receiving the Fire Chief'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, ~~and as well as~~ utilize the transcripts of written documentation. The Board's final decision shall be documented in writing with the complainant being provided a copy.

4.5 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.

POLICY 5

Copying Public Documents

5.1 Individuals requesting copies of public documents consisting of more than 25 pages shall be charged ten cents (10¢) per sheet copied for black and white copies and fifty cents (50¢) per sheet for color copies to defray expenses associated with the copying process.

5.2 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 shall be charged ten cents (10¢) per sheet for black and white copies and fifty cents (50¢) per sheet for color copies. The copy charge will 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.

5.3 Copies of audio recordings of the meetings shall be made available to the public, consistent with the Board's policy for retention (see Section 23). Individuals requesting copies of an audio tape shall be charged the actual reproduction costs.

POLICY 6

Public Contributions

6.1 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 Chief Financial Officer will provide a receipt for said donation and include the District's tax identification number thereon. As an alternative, tax deductible donations (State qualified 501c(3) non-profit organization) may be made through the El Dorado Hills Firefighters Foundation.

6.2 Donations must be clearly marked as such.

6.3 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.

POLICY 7

Governance Roles

7.1 There are important distinctions to be made between the Board's role and that of the Fire Chief and staff. The Board and the Fire Chief team together to ensure that the District has effective leadership. Just as Board members should govern and not manage the District, the Fire Chief should not administer the District in isolation from the Board.

7.2 Board members have collective and not individual authority. Authority to make decisions is only granted to the Board as a whole. The full Board gives direction to the Fire Chief through decisions reached at board meetings. Individual Board members do not have the authority to direct the Fire Chief or any other staff member, unless otherwise agreed to by the Board and the Fire Chief.

7.3 The role of the Fire Board is not to run the fire stations but to see that the fire stations are well run. Working as the governance team, the Fire Chief and Board leverage the efforts of the professional staff by setting direction for the District that is reflective of the community's needs.

7.4 Board members must be cognizant of their role as an appellant body. They shall, therefore, refrain from any activity that would compromise their ability to fairly and impartially evaluate any disciplinary action or grievance procedure defined within operational policies.

POLICY 8

Code of Ethics

8.1 The Board of Directors of the El Dorado Hills County Water District is committed to providing excellence in legislative leadership that result in the provision of the highest quality services to its constituents. In that regard, each Director will be provided a copy of the Institute for Local Self Government document entitled "Everyday Ethics for Local Officials (Finding ~~y~~ Your ~~w~~Way)". This document provides broad guidance and examples on how the Directors should appropriately conduct their elected duties. In order to assist in the governance of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- (a) The dignity, style, values and opinions of each Director shall be respected.
- (b) Responsiveness and attentive listening in communication is encouraged.
- (c) The needs of the District's constituents should be the priority of the Board of Directors.

- (d) The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- (e) Directors should commit themselves to emphasizing the positive and avoiding negative forms of interaction.
- (f) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- (g) Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- (h) Directors should practice the following procedures:
 - i) In seeking clarification on informational items, Directors may directly approach professional staff members by working through the Chain of Command to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - (ii) In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Fire Chief.
 - (iii) In handling items related to safety, concerns for safety or hazards should be reported to the Fire Chief or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - (iv) In presenting items for discussion at Board meetings, see Policy No. 19 and 20.
 - (v) In seeking clarification for operational policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Fire Chief.
- (i) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
- (j) Board members should refrain from endorsements of political candidates or ballot measures using their District Board title. Where deemed important to the District's best interests, the Board member seeking to provide a political

endorsement using their District title shall request the approval of a majority of the Board members.

- (k) Board members should provide courtesy notifications to the appropriate District staff and/or the Board President of known absences, late arrival (tardiness) or early departure from any agendaized regular, special or assigned committee meetings.

8.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

- (a) When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- (b) Directors should develop a working relationship with the Fire Chief wherein current issues, concerns and District projects can be discussed comfortably and openly.
- (c) Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- (d) Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- (e) While working collaboratively with District Staff, the following practices should be honored by the Board members to ensure proper separation between the Board's role and Staff's role:
 - (i) Board members should not use any form of an internal e-mail account to receive, transmit or otherwise gain information related to internal district operations.
 - (ii) Board members should refrain from using their position to encourage any form of nepotism.
 - (iii) Board members should always advocate for the better good of the public's interest and refrain from exclusively advocating for internal departmental interests (i.e. staff, association, volunteers).
 - (iv) Board members should be cognizant of their role when using district facilities and in other interactions which are not Board authorized (i.e. casual communications while in district facilities).

POLICY 9

Attendance at Meetings

9.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

9.2 A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months, except as authorized by the Board of Directors, and as provided by Government Code Section 1770.

9.3 Telephonic attendance at Board meetings is permissible, but strongly discouraged, and should be utilized by Board members only when uncontrollable circumstances make personal attendance impossible. Board members shall endeavor to attend regularly scheduled meetings in person. ~~Telephonic attendance at regularly scheduled Board meetings should be limited to not more than two (2) instances per calendar year.~~ Telephonic attendance at ~~S~~special ~~M~~meetings is also discouraged. ~~However, telephonic attendance at Special Meetings shall not be subject to, nor count against, the two meeting limitation set forth hereinabove.~~ Members intending to telephonically participate must provide the District Secretary with seven days (168 hours) advance notice to ensure that the meeting agenda and public notice meet applicable Government Code requirements.

POLICY 10

Expenditure Pre-Approval and Reimbursement

10.1 Purpose. The purpose of this policy is to prescribe the manner in which directors may request pre-approval and be reimbursed for expenditures related to District business.

10.2 Scope. This policy applies to the Board of Directors and is intended to result in no personal gain or loss to a Director.

10.3 Implementation. Prior to registering and/or committing to travel and lodging costs for District Business, the director shall request approval from the full board for attendance at the desired function. Once authorized by a majority of the Board, the travel can be booked. Whenever Directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the Board President. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

- (a) All expenses must be reasonable and necessary, and ~~d~~Directors are encouraged to exercise prudence in all expenditures.
- (b) The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available.

Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

- (c) Expenditures for food and lodging will be moderate and reasonable and will conform to ~~Operations Policy Section Admin 1.a.6 pages 1&2~~ the Employee Travel section of the Employee Handbook.

POLICY 11

Training, Education and Conferences

11.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

11.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual and necessary expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. Expense ~~Reimbursement~~ for Board Members shall be consistent with the Reimbursement Policy applicable to District employees ~~(Operations Policy Section 1.a.6, pages 1 and 2, in the Employee Travel section of the Employee Handbook~~ as well as this policy. In the event of a conflict, the more stringent policy shall apply.

11.3 All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Chief Financial Officer, together with validated receipts.

11.4 As defined in Policy No. 10, attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be pre-approved prior to incurring any reimbursable costs.

11.5 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations suggested by the Chief Financial Officer and by:

- (a) Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
- (b) Directors traveling together or with staff whenever feasible and economically beneficial.
- (c) Requesting reservations sufficiently in advance, to obtain discounted air fares and hotel rates.

11.6 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the

Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

11.7 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will provide either a written or a verbal report at the next regular meeting of the Board under Director's Items (per the meeting agenda). Said report shall describe what was learned at the session(s) that will be of benefit to the District. Pertinent materials/handouts/training manuals from the session(s) should be delivered to the District office for copying and inclusion in the District's Administrative library for potential future use by other Directors, staff or the public.

11.8 In addition to the above, all reimbursements are subject to the provisions of Government Code § 53232.2, which provides as follows:

§ 53232.2 Local agencies; reimbursement of members of legislative body for expenses incurred in performance of official duties; written policy; reimbursement rates; costs incurred at own expense:

- (a) When reimbursement is otherwise authorized by statute, a local agency may reimburse members of a legislative body for actual and necessary expenses incurred in the performance of official duties, including, but not limited to, activities described in Article 2.4 (commencing with section 53234).
- (b) If a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then the governing body shall adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses.
- (c) The policy described in subdivision (b) may also specify the reasonable reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses. If it does not, the local agency shall use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication.
- (d) If the lodging is in connection with a conference or organized educational activity conducted in compliance with subdivision (c) of Section 54952.2, including, but not limited to, ethics training required by Article 2.4 (commencing with Section 53234), lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the member of a legislative body shall use comparable lodging that is consistent with the requirements of subdivisions (c) and (e).
- (e) Members of the legislative body shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.

- (f) All expenses that do not fall within the adopted travel reimbursement policy or the Internal Revenue Service reimbursable rates as provided in subdivision (c), shall be approved by the governing body, in a public meeting before the expense is incurred, except as provided in subdivision (d).
- (g) If a member of a legislative body chooses to incur additional costs that are above the rates established pursuant to this section and those costs have not been approved pursuant to subdivision (f), then the member of a legislative body may do so at his or her own expense.
- (h) This section shall not supersede any other laws establishing reimbursement rates for local agencies.

POLICY 12

Director's Compensation

12.1 Members of the Board of Directors shall receive compensation as defined in the District By-Laws, Section 3.6, "Compensation of Directors" for meeting attendance. Directors will not receive payment for attendance at seminars, conventions, etc.

POLICY 13

Board President

13.1 The President 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.

13.2 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

POLICY 14

Members of the Board of Directors

14.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

- (a) Information exchanged before meetings shall be distributed through the Fire Chief and all Directors will receive all information being distributed.
- (b) Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

14.2 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

14.3 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

14.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

14.5 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

14.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Fire Chief.

14.7 The Board's legal Counsel shall brief each new Director on the roles and responsibilities of the office within 60 days of taking office. Board members should avail themselves of this opportunity to ask questions about this Board Policy Manual and applicable Operation policies.

POLICY 15

Committees of the Board of Directors

15.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

15.2 The following shall be standing committees of the Board:

- (a) Administrative Committee - This committee is responsible for: 1) leading the Board policy development process and reviews 2) interacting with staff as the building committee for all new construction projects 3) conducting the Chief's annual performance evaluation 4) being the liaison with the Chief officers for all issues that are not assigned to the Fire Committee or the JPA Committee. - and 5) -other duties as directed by the President.
- (b) Fire Committee - This committee is responsible for: 1) working with staff to develop the annual budget and review the annual audit 2) working with staff in periodically evaluating and recommending changes to the budget line item descriptions/categories 3) working with staff to monitor the annual expenditures and revenue on a semi-annual basis as a minimum 4) ~~conducting the quarterly 48/96 program reviews~~ working with staff on

Annexations/Consolidations -and 5) other duties as directed by the President.

~~directed by the President~~

- (c) Joint Powers Authority (JPA) Committee - This committee is responsible for:—
representing the interests of the EDH Fire Department on the El Dorado
County Regional Pre-Hospital Emergency Service's Operations Authority.

15.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

The Board President may also identify an alternate committee member from time to time as necessary to have two committee members present when one of the standing committee members cannot participate.

15.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified above. Said assignment shall be made by the Board President. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

- (a) All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

POLICY 16

Basis of Authority

16.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

16.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

POLICY 17

Ethics Training

17.1 All ~~d~~Directors of El Dorado Hills County Water District shall receive a minimum of two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

17.2 All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.

17.3 Directors shall obtain proof of participation after completing the ethics training.

- (a) District staff shall maintain records indicating both the dates that ~~d~~Directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after ~~d~~Directors receive the training, and are public records subject to disclosure under the California Public Records Act.

17.4 District staff shall provide the ~~b~~Board of ~~d~~Directors with information on available training that meets the requirements of this policy. ~~at least once every year.~~

17.5 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

17.6 In case of non-compliance, the Board President will be notified .

POLICY 18

Stipends for Reimbursed Out of District Services

18.1 Extra ~~G~~compensation for ~~E~~exempt ~~e~~Employees shall be formally requested to the Board per Operations Policy 1-A.16. Initial review of all requests shall be performed by the Fire Committee, with their recommendation being forwarded to the full Board for review/approval at a regularly scheduled Board meeting.

18.2 Extra compensation for ~~V~~volunteer ~~E~~employees shall be reviewed by the Fire Chief or his/her designee) and administered per ~~Strike Team Pay section of the Employee Handbook. Operations Policy J-A.17.~~ The Board shall be advised of all compensation issued to the volunteer staff at a regularly scheduled Board meeting.

POLICY 19

Board Meetings

19.1 Regular meetings of the Board of Directors shall be held on the third Thursday of each calendar month at 6:00 PM in the Station 85 District Office, 1050 Wilson Blvd., El Dorado Hills, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

19.2 Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

- (a) All Directors, the Fire Chief, District Counsel and the public shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting. Notwithstanding the ability to schedule ~~S~~special ~~M~~meetings on 24 hours notice, the District shall endeavor to provide 72 hours notice of ~~S~~special ~~M~~meetings, unless circumstances prevent such notice, in the reasonable judgment of the member(s) calling for the meeting.
- (b) Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which

case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

- (c) An agenda shall be prepared as specified for regular Board meetings in Policy No. 19 and shall be delivered with the notice of the special meeting to those specified above.
- (d) Only those items of business listed in the call for the special meeting shall be considered by the Board. ~~at any special meeting.~~

19.3 Special meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in Policy No. 18.2.1. Whenever possible, 24-hour notice will be provided. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Fire Chief, Board President or Vice President in the President's absence.

- (a) Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Fire Chief, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.
- (b) All rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the Fire Chief or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

19.4 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Fire Chief may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in Policy No. 18.2.2 above.

19.5 Annual Election of Board Officers. The Board of Directors shall elect officers annually at their regular December meeting, unless otherwise deferred by a majority vote of the Board. At this meeting, the Board will elect a President, Vice President, and establish standing committee assignments from among its members to serve during the coming calendar year. The Board President shall set the standing committee and ad-hoc committee assignments.

19.6 The Board President shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

19.7 The President and the Fire Chief shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

POLICY 20

Fire Chief's Annual Performance Evaluation

20.1 The Board shall conduct an annual performance evaluation for the Fire Chief and provide feedback to him/her. The Administrative Committee shall perform the annual evaluation. The full Board shall review the evaluation and meet with the Fire Chief in closed session to discuss the results and establish developmental goals for the next year.

20.2 A template of the Fire Chief evaluation process including timeliness is available through District staff.

POLICY 21

Consequences of Policy Violation

2.1.1 Board members shall comply with all Board Policies and applicable Operations Policies. If a Board member is suspected of violating a Board Policy, they shall be notified (confidential discussion) of such by the Board President or Vice President (if the Board President is involved). If a Board member is suspected of violating an Operations Policy, the Fire Chief (and his/her designee) shall notify the affected Board Member(s) (confidential discussion) and subsequently contact the Board President or Vice President (if the Board President is involved) or the District's legal Counsel (if both the Board President and Vice President are involved).

21.2 Potential consequences to be administered following review by the full Board include, but are not limited to:

- a. Public Letter of Reprimand
- b. Vote of No-Confidence
- c. Resolution of Censure

POLICY 22

Board Meeting Agenda

22.1 The District Secretary, in cooperation with the Board President, shall prepare a draft agenda for each regular and special meeting of the Board of Directors at least 168 hours (7 days) prior to a regular meeting. Any Director may call the Board President and request any item to be placed on the agenda no later than 168 hours (7 Days) prior to the regular meeting date. The Board president shall set the final agenda and authorizes its distribution at least 72 hours before the regular meeting.

22.2 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, subject to the following conditions.

- (a) The request must be in writing and be submitted to the Fire Chief together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;
- (b) The Fire Chief shall review the request as to whether the item is a "matter directly related to District business", and forward a recommendation to the Board President on inclusion or exclusion of the item from the Board's agenda. If the item is excluded from the agenda the Board may, by a four-fifths majority vote (or a unanimous vote of those remaining if four-fifths of the Board is not present) add the item to that meeting's agenda if the Board determines that there is need to resolve the issue immediately and that it could not reasonably wait until the Board's next regular meeting or a Special Meeting called to address the issue in question. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.
- (c) No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;
- (d) The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

22.3 This policy does not prevent the Board from taking testimony during the public comments section of the agenda at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. Members of the Board may provide a short response in order to provide background information or refer the matter to another agency but shall not deliberate upon or take action on such matters at that meeting.

22.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at all of the District's Fire Stations such that it is visible from the outside of the Station's main entrance.

- (a) The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.

POLICY 23 **Board Meeting Conduct**

23.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 24, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

23.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

23.3 The conduct of meetings shall, to the fullest extent possible, enable the Directors to:

- (a) Consider problems to be solved, weigh evidence related thereto, and make informed decisions intended to solve the problems; and,
- (b) Receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- (c) Focus on the agenda item at hand and refrain from allowing discussions to expand into areas not specifically covered by the agenda.

23.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:~~ed~~

- (a) Comments shall be limited to three minutes per person and twenty minutes for all comments, unless otherwise authorized by the Board.
- (b) No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the President, of that person's privilege of address.
- (c) No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Fire Chief under provisions contained in Policy No. 4.

23.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

- (a) After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.
- (b) Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.
- (c) During closed sessions, the Directors must:
 - (i) Maintain complete confidentiality of all discussions held with the exception of reporting back in open session the board direction or action taken.

- (ii) Be diligent in sticking to the agenda subject, and stopping any discussion which may stray from the agenda.

POLICY 24

Board Actions and Decisions

24.1 Actions by the Board of Directors include but are not limited to the following:

- (a) Adoption or rejection of regulations or policies;
- (b) Adoption or rejection of a resolution;
- (c) Adoption or rejection of an ordinance;
- (d) Approval or rejection of any contract or expenditure;
- (e) Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,
- (f) Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

24.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

- (a) A member abstaining in a vote is considered as absent for that vote.
 - (i) Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.
 - (ii) Example. If an action is proposed requiring a four-fifths vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.
 - (iii) Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

24.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Fire Chief.

- (a) The President shall seek consensus prior to stating a Board directive. When consensus cannot be reached, the President shall establish the direction. In all cases, the President shall state the direction for clarification and recording into the meeting minutes. Should any two Directors challenge the statement of the President, a voice vote may be requested.
- (b) A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the Fire Chief for review and recommendation, etc.).

POLICY 25

Review of Administrative Decisions

25.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

25.2 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

25.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

POLICY 26

Minutes of Board Meetings

26.1 The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board **or may delegate to the Recording Secretary.-**

(a) Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be maintained by the district indefinitely.

(b) All regular and special meetings of the Board of Directors shall normally be audio recorded. These recordings shall be maintained for a minimum of **54 years** from the date of the meeting. Copies of the recorded audio shall be made available to the public upon written request per Section 5 of this Policy Manual.

(c) Motions, resolutions or ordinances shall be recorded in the minutes as having individual votes to be recorded via roll call by the Secretary of the Board. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

Date, place and type of each meeting;
Directors present and absent by name;
Administrative staff present by name;
Call to order;
Time and name of late arriving Directors;
Time and name of early departing Directors;
Names of Directors absent during any agenda item upon which action was taken;
Summary record of staff reports;
Summary record of public comment regarding matters not on the agenda, including names of commentators;
Approval of the minutes or modified minutes of preceding meetings;
Approval of financial reports;
Complete information as to each subject of the Board's deliberation;
Record of the voice vote on Motions;
Record of each Director's vote for Resolutions and Ordinances;
Resolutions and ordinances described as to their substantive content and sequential numbering;
Record of all contracts and agreements, and their amendment, approved by the Board;
Approval of the preliminary and final annual budget;
Approval of all policies, rules and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets;
All direction given by the Board to staff; and,
Time of meeting's adjournment.

26.2 Effective November 15, 2012, the Board adopted the agenda/action item format for future Board meeting minutes.

POLICY 27

Rules of Order for Board and Committee Meetings

27.1 General.

(a) Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

(i) If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the

President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

- (ii) Generally, matters brought before the Board will be announced by the President. The item will be presented by a Director or Staff member. The presentation will provide historical background, issues involved and a recommendation for appropriate action. Upon conclusion of the presentation, Board members will be allowed an opportunity to question the presenter and/or engage in Board discussion. Thereafter, the President shall open the item for public comment, at which point any member of the public may address the Board regarding the item. Reasonable time limits may be imposed upon public comment, both individual and cumulative. After hearing all who wish to address the Board, the item shall be closed to public comment and returned to the Board for discussion and action, as outlined below. The President may deviate from these rules as necessary to maintain order or to ensure that appropriate public input is received prior to Board action.

27.2 Obtaining the Floor.

- (a) Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

27.3 Motions.

- (a) Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

- (i) A Director makes a motion; another Director seconds the motion; and the Board Secretary restates the motion.

- (b) Once the motion has been restated by the Board Secretary, it is opened to Board discussion. The President will then call for the vote.

- (i) If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being discussed to a vote, suspending any further discussions. The motion must be made, seconded, and approved by a majority vote of the Board.

27.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

- (a) Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
- (b) Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
- (c) Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
- (d) Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
- (e) Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.
- (f) Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

27.5 Decorum.

- (a) The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.
- (b) The President may also declare a short recess during any meeting.

POLICY 28

Historical Board Approved Policies Related to Previous Board Policies and Reserve Funds

28.1 All previous Board policies and resolutions that are not in conflict with this Board Policy manual remain in full force. Previously adopted policies shall be liberally construed to effectuate consistency with this Policy manual. Where clear and direct conflicts exist, this policy manual shall control.

28.2 The Board has a ~~Reserve Account~~ goal of maintaining at least one equivalent year of operating budget within the combined reserve accounts.

The undersigned hereby acknowledges and represents that the foregoing constitutes the El Dorado Hills County Water District Board of Director's Policy Manual as duly adopted by the Board of Directors at its meeting duly held on May 27, 2009.

Executed this 27th day of May, 2009.

President

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of the EL DORADO COUNTY HILLS WATER DISTRICT, a local public entity located within the County of El Dorado, State of California; and

That the foregoing El Dorado Hills County Water District Board of Directors' Policy Manual constitutes the Policy Manual of said District as duly adopted at the meeting of the Board of Directors thereof duly held on May 27, 2009.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 27th day of May, 2009.

Board Secretary

EL DORADO HILLS COUNTY WATER DISTRICT
Board of Directors' Policy Manual

ADDENDUMS

| NUMBER | ADDENDUM TITLE | ADOPTED | PAGE |
|---------------|------------------------|----------------|-------------|
| 1 | Community Meeting Room | 07/16/09 | 27 |
| 2 | Signboard | 07/16/09 | 32 |

ADDENDUM 1
(Adopted July 16, 2009)
COMMUNITY MEETING ROOM POLICY

This policy establishes guidelines for non-departmental use of all El Dorado Hills Fire Department Community Rooms by groups unaffiliated with the Fire Department. Fire Administration is responsible for implementation of this policy and maintains and coordinates use of all Community Room facilities. Failure to comply with the provisions of this policy may result in denial of approval for use of the facilities, withdrawal of approval at any time without prior notice, and/or denial of future use of the facilities.

Use of the Fire Department Community Rooms does not constitute Fire Department endorsement of points of view expressed by any group or organization. Advertisements or announcements implying such endorsement are prohibited.

I. Use of the Facilities

City, community and private groups or organizations may be granted a temporary, revocable license to use the Facilities for approved activities at no charge when not needed for official use.

El Dorado Hills Fire Department retains ultimate authority with regard to approval or disapproval of any given use and reviews each event prior to authorization or final approval to ensure the safety of the use and that equipment and furnishings will not damage the facilities. Certain uses will not be authorized under any circumstances as set forth in Section XI, below.

The use of the room is intended primarily for meeting, assembly, and similar purposes unlikely to cause physical damage or excessive wear and tear. Any use which involves or includes physical exercise, running, jumping, dancing, game playing or similar activities, the nature of which might cause wear and tear to the furniture, fixtures, wall coverings, window coverings or floor coverings, is not allowed.

Any use by groups comprised primarily of minors shall be subject to the requirement that on-site, adult supervision shall be provided at all times during room usage at a ratio of not less than one adult supervisor for every four minor participants. Minors shall be continuously supervised within the meeting room and adjacent hallway and shall not be allowed to access the administration building, equipment bays, driveway or apron areas, or personnel living quarters.

Fire Administration may cancel any approved use of the facilities at any time for any reason. If available, the Department will offer the use of another Department facility. Fire Department use of all of its facilities should at all times have higher priority than non-departmental use.

Groups, organizations or individuals hereby agree that during the use of the facility, they shall not exclude any person from participation in, or deny anyone the benefits of their services or assets or the use of the facility, or otherwise subject any person to discrimination of any sort because of age, race, color, disability, or national origin.

Monopolization of rooms by any group is discouraged. Groups requesting excessive use of facilities are subject to cancellations.

Users may be El Dorado Hills based homeowner groups and recognized neighborhood associations, El Dorado Hills based community groups or organizations that are open to the public, non-profit organizations, public schools and other governmental agencies whose purposes are not related to fundraising or fee-related events.

II. Meeting Room Capacity

No group shall exceed any room capacity as specified by the El Dorado Hills Fire Department. Maximum capacity is posted in each room.

Applications

Applications must be signed and returned before the scheduled meeting is held. One application may cover up to three (3) usage dates. Fire Administration must be notified of change of responsible party, contact persons, addresses and phone numbers. Upon approval of an application the applicant will be provided a copy of the Conference Room Usage Policy, applicable rules, and where applicable, a receipt for key deposit/room deposit.

III. Supervision

The person requesting the use of a Community Room shall be the primary contact for the group, but the group itself will be held liable for compliance with all provisions contained in

this Policy. If the primary contact cannot be present during the entire scheduled time, another individual must be appointed to be responsible and accountable. The group or organization is responsible for maintaining the orderly conduct of all its guests/speakers, etc., ensuring admittance to the facilities of approved personnel only, informing all admitted of the rules by which they must abide, compliance with the rules by all guests/participants, and for any damage to the facility and its contents. The group or organization must ensure that events are adjourned and facilities vacated at the specified end time. Repeated end-time violations may result in denial of further facility use.

IV. Furniture and Equipment

Tables, chairs, dry erase boards and screens (where listed) are provided at no charge. Tables, chairs, boards, and any other equipment must be returned to the configuration existing when the group arrived. Equipment, supplies or personal belongings of any group may not be stored in the community rooms. District audio and video equipment may **not** be utilized. ~~if available, for a reasonable fee (together with deposit), provided the user can demonstrate familiarity with and ability to properly utilize the equipment.~~

V. Food and Beverages

Food and beverages (non-alcoholic) are allowed in meeting facilities. ~~however the room and the kitchen facilities must be left clean or a clean up fee will be assessed.~~ No cooking is allowed ~~unless expressly authorized.~~

VI. Impact and Damage

Groups shall promptly report any damage done to the facility. Groups leaving food remnants on furniture, counter tops or floors will be assessed a minimum clean-up fee of ~~\$40~~**\$50**. Groups damaging furniture, carpeting or walls will be assessed a damage fee relative to the restoration cost. Repeated instances of failure to clean will lead to room charges and/or revocation of use privileges.

VII. Liability

The El Dorado Hills Fire Department assumes no responsibility for loss or damage to possessions of, or equipment and materials used by user groups, individual attendees, their employees or volunteers, nor for any injury to any person as a result of, or in any way arising from, any given use of the facility. Users must agree to indemnify and hold harmless the El Dorado Hills Fire Department against any and all claims, actions or causes of action, whether relating to personal injury or loss or damage to any item, which results from or in any way arises out of the use of any meeting room facility. The Fire Department is not responsible for theft or damage, nor will any storage space be provided to groups or organizations.

VIII. Decorations

No decoration may be attached to painted walls or ceiling tiles. No decorations are allowed on the exterior of the building. Any use of decorations shall be that which will not leave any damage to walls of facilities and must be removed and properly disposed of.

IX. Alcoholic Beverages and Tobacco Use

Consumption of alcoholic beverages and use of tobacco products are strictly prohibited on District property.

X. Telephone Use

Telephone use (where available) is restricted to local calls only.

XI. Cancellations, Restrictions on Use

Groups or organizations who incur excessive "No Show" bookings will be denied future use of the rooms. Groups who violate any of the restrictions set forth herein, or violate usage rules promulgated from time to time shall be denied future use of the room.

Meeting rooms shall not be scheduled for the following:

- a. Religious worship services
- b. Events involving noise or amplified music, or any use which in any manner interferes with normal Fire Department Operations. The determination as to whether such interference may occur shall be made at the sole and absolute discretion of the Fire Chief (or acting Chief).
- c. Groups or organizations whose size exceeds the Fire Code limit (currently, 114 at Station 85 and 25 at Station 86) or whose parking requirements exceed available parking spaces.
- d. Illegal activities.
- e. Wedding receptions, reunions, birthday parties, parties, graduations, dances, dance classes and similar celebrations.
- f. Private events from which the general public is excluded.
- g. Partisan Political Activities.
- h. Any event for which admission is charged, donations are solicited, or sales are solicited, contracts are entered or money is exchanged. (Exception: nominal charge to attendees solely to cover the cost of facility usage or food or refreshments served).
- i. Any for profit activities. Verification of non-profit status may be required.

j. Any use which involves the assembly of arts and crafts or other products, or the use of glue, glitter or similar materials.

Subject to the provisions regarding exercise of First Amendment rights, Fire Administration reserves the right to refuse or revoke permission for the use of meeting rooms to any group or individual whose activities, use or proposed use, endanger any property or person, or interfere with any other use of the property upon which the Facilities are located, or of the Facilities, in the sole and absolute discretion of the Chief.

XII. Priority

The Community Rooms are an integral part of the normal District operations. These rooms are routinely utilized by the District and affiliated entities for training, instruction, meetings, etc. The District shall have first priority at all times. Other uses are subject to cancellation or rescheduling at any time due to District requirements.

XIII. Assignment

Subleasing of the Facility is prohibited.

XIV. Rules Governing Use/Fees/Deposits

Rules governing use of the facility may be promulgated from time to time. Those rules shall be provided to users upon approval of an application for use. Fees and/or deposits may be changed for facility usage according to a schedule developed by Fire Administration. Such fees and deposits are intended to ensure compliance with rules and to offset normal wear and tear, ~~and cleaning~~ **and administrative costs** ~~costs~~ incurred in connection with such usage, and to ensure that any damage done to the facility or equipment is repaired at the user's ~~expense~~ **cost**.

(EXAMPLE)
El Dorado Hills Fire Department
Application for Use of Meeting Rooms

PRINT Clearly

Incomplete applications will be returned

Call (916) 933-6623 for availability of your preferred dates. Enter the approved dates below:
(You may request dates through end of year. Reservations may be renewed annually after October 10th for the following year.)

Date One: _____ Start Time: _____ End Time: _____

Date Two: _____ Start Time: _____ End Time: _____

Date Three: _____ Start Time: _____ End Time: _____

Organization: _____ Today's Date: _____

Primary Contact: _____ (w) Phone: _____

Address: _____ City: _____ Zip: _____

email Address: _____ Fax: _____

Driver's License #: _____ (h) Phone: _____

Secondary Contact: _____ (w) Phone: _____

Driver's License #: _____ (h) Phone: _____

Purpose of Use: _____ Expected # of Attendees: _____

Answer *ALL* of the following questions

1. Is this group an El Dorado Hills community or Fire Department organization? ☐ Yes ☐ No
2. Is this group sponsored by the Fire Department? ☐ Yes ☐ No If yes, which department?
3. Do the majority of participants live in El Dorado Hills? ☐ Yes ☐ No
4. Is this group from an area school? ☐ Yes ☐ No If yes, which one?
5. Is this group a profit oriented business concern? ☐ Yes ☐ No
6. Do attendees pay a fee to participate in the scheduled meetings? ☐ Yes ☐ No
7. Is this event specifically for the marketing or selling of a product or service? ☐ Yes ☐ No
8. Is this meeting open to the public? ☐ Yes ☐ No
9. Will any events held be for fundraising purposes? ☐ Yes ☐ No
10. Does this event sponsor a particular political party or individual? ☐ Yes ☐ No

*I affirm that I have read and will abide by the rules outlined in the
El Dorado Hills Fire Department Community Meeting Room Policy.*

Signature of Primary Contact

Signature of Secondary Contact

ADDENDUM 2
(Adopted July 16, 2009)
SIGNBOARD POLICY

PURPOSE

To inform the residents of this community of fire preventions messages, Department announcements and events of interest to the public the El Dorado Hills Fire Department shall maintain electronic signboards located at stations throughout the District.

RESPONSIBILITY

- Chief
- Chief Financial Officer
- Administrative Assistant

PROCEDURE

- Posted community events shall represent a wide spectrum of the residents of El Dorado Hills and shall not be limited to specific individuals, clubs or groups
- Non-profit or governmental organizations shall submit signboard requests in writing ten (10) days prior to the event.
- All requests shall be approved or denied by the Chief or Chief Financial Officer, or designee, prior to being posted on the signboard and actual message content must similarly be approved prior to posting.
- The use of the sign shall be set by the Fire Department and shall be based on priority and first come-first-served basis.
- All fire prevention messages and Fire Department announcements shall take priority.
- The Fire Department reserves the right to reject posting of any announcement or message or to terminate posted messages at any time, as necessary.
- The following message categories are ineligible for posting:
 - Religious worship messages/announcements
 - Partisan political announcements
 - For profit activities
 - Offensive messages
 - Any message, which in the sole discretion of the Chief, Chief Financial Officer, or designee, is not of general public interest or which in any way conflicts with the mission of the District

Message posting is intended as a voluntary community service only and the District, by establishing this policy, does not intend to bind or commit itself to the posting of any particular message