

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: September 12, 2018

To: Board of Directors
From: Jason Weber, Fire Chief
Subject: Conflict of Interest Code

RECOMMENDATION:

That the Board adopts Resolution 18-08, amending the Ross Valley Fire Department Conflict of Interest Code.

DISCUSSION:

The State Political Reform Act requires that local agencies with decision making authority adopt a Conflict of Interest Code. Ross Valley Fire originally adopted a Conflict of Interest Code in 2001. The Department is required to review the Code every two years and update as needed. The code was last reviewed and updated in 2012.

The current Conflict of Interest Code has been reviewed and with the changes to the Administrative functions and Fire Chief position is now contract, those updates are required to be reported.

Attachments: Resolution 18-08 Amending the Ross Valley Fire Department
Conflict of Interest Code

AGENDA ITEM # 3H
Date 9/12/18

CONFLICT OF INTEREST CODE FOR THE ROSS VALLEY FIRE DEPARTMENT

The Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regs. 18730) which contains the terms of a standard conflict of interest code which may be incorporated by reference in an agency's code, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act, following public notice and hearings. The terms of 2 Cal. Code of Regs. 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code for the Ross Valley Fire Department (the "Department").

Designated positions shall file statements of economic interests with the Ross Valley Fire Department. The Department shall make all statements available for public inspection and reproduction, pursuant to Government Code Section 81008.

APPENDIX A

Designated Positions

Contract Fire Chief, Contract Deputy Chief, Contract Deputy Director of Fire, Battalion Chief, Executive Officer, General Counsel, Consultant*, and any other position designated as a management position by the Fire Department Board of Directors. (The following positions are not covered by the code because they must file under Government Code section 87200 and, therefore are listed for informational purposes only: Members of the Board of Directors, Alternate Members of the Board of Directors.)

Disclosure

1. Investments and business positions in any business entities which, within the last two years, have contracted, or in the future may foreseeably contract, with the Department to provide services, supplies, materials, machinery or equipment.
2. Income from any other source which, within the last 12 months, has contracted, or in the future foreseeably may contract, with the Department to provide services, materials, machinery or equipment.
3. Interests in real property located in whole or in part either within the boundaries of the Department, or within two miles of the boundaries of the areas served by the Department, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property. This information need not be provided with respect to an interest in real property which is used as the principal residence of the designated member or employee.

* The Executive Officer may determine in writing that a particular consultant, although a designated position, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this appendix. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

2018 Local Agency Biennial Notice

Name of Agency: Ross Valley Fire Department
Mailing Address: 777 San Anselmo Ave. San Anselmo 94960
Contact Person: Joanne Lewis Phone No. 415-258-4466 x10
Email: jlewis@rossvalleyfire.org Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

Diane Patterson
ASSISTANT CLERK OF THE BOARD

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

BOARD OF SUPERVISORS

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Page 1 of 1



ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 18-08

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT AMENDING THE
ROSS VALLEY FIRE DEPARTMENT CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the Ross Valley Fire Department adopted a Conflict of Interest Code on January 11, 2001; and

WHEREAS, the Ross Valley Fire Department amended the Conflict of Interest Code on September 12, 2012; and

WHEREAS, Ross Valley Fire Department is required to review and update the Code every two years; and

WHEREAS, as a result of that review, several changes have been made to Code.

NOW, THEREFORE, BE IT RESOLVED, that the attached Conflict of Interest Code is hereby adopted as the Ross Valley Fire Department Conflict of Interest Code.

Adopted at a regular meeting of the Board of Directors of the Ross Valley Fire Department held on the 12th day of September 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elizabeth Brekhus, President

JoAnne Lewis, Administrative Assistant