

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of June 11, 2025

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: Adopt Resolution 25-06 Updating the Conflict of Interest Code

RECOMMENDATION:

Staff recommends that the Board adopt Resolution 25-06, updating the Conflict of Interest Code for the Department.

DISCUSSION:

The Political Reform Act (Government Code Section 81000 et seq) requires local government agencies to adopt and promulgate conflict of interest codes, to review them every two years, and revise if necessary. Designations of positions and disclosure categories are made based on whether a position has decision-making authority that may have a material effect on any financial interest. Such individuals are required to submit a Statement of Economic Interest (Form 700).

The Marin County Board of Supervisors is the code reviewing body for Ross Valley Fire and will request a copy of the Department's updated code when they review all Conflict of Interest Codes, which is scheduled to occur in 2026.

The current code, adopted in 2018 per Resolution 18-08 (Attachment #1) includes the following 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 proposed revised code outlined in Resolution 25-06 (Attachment #2) reflects the change in management as the Fire Chief is no longer contracted, and the positions of Contract Deputy Chief and Contract Deputy Director of Fire are obsolete. The proposed changes include the removal of Battalion Chief, as this position is not "involved in the making or participation in making of decisions that may foreseeably have a material effect on any financial interest."

Per the Fair Political Practices Commission ("FPPC"), "The law requires consultants that make or participate in governmental decisions to file under the broadest disclosure category in the

agency's conflict of interest code. If the consultant performs limited duties, the agency may tailor the disclosure requirements to the duties performed.”

Members of the Board of Directors and the Alternate Members of the Board of Directors file under Government Code section 87200 and do not need to be included as part of this code, but are listed for informational purposes.

Please note the Department has been following the FPPC rules regarding Conflict of Interest and has ensured that the positions listed in the attached Resolution 25-06 have been filing Form 700 per FPPC rules. Resolution 25-06 reflects current practice.

CONCLUSION:

The Political Reform Act prohibits a public official from using his or her official position to influence government decisions in which he or she has a financial interest. The Ross Valley Fire Department is required to update the Conflict of Interest Code regularly every two years. Resolution 25-06 updates the department's Conflict of Interest Code.

FISCAL IMPACT:

There is no direct fiscal impact as a result of adopting this resolution.

ATTACHMENTS:

Attachment #1 – Resolution 18-08 Conflict of Interest Code & Exhibit A Designated Positions

Attachment #2 – Resolution 25-06 Conflict of Interest Code & Exhibit A Designated Positions