

AUG 21 2024

HUMBOLDT COUNTY
ELECTIONS**2024 Local Agency Biennial Notice**Name of Agency: Humboldt No. 1 Fire Protection DistrictMailing Address: 533 C Street Eureka, CA 95501Contact Person: Jenna Harris Phone No. 707-441-4000Email: jharris@HBFire.org Alternate Email: info@HBFire.org

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*) A new conflict of interest code was created per legal counsel.

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

8/19/24

 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 **August 5, 2024** to:

Humboldt County Office of Elections
Attn: Wojciech Czyz
2426 6th Street, Eureka, CA 95501

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

HUMBOLDT NO. 1 FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

POLICIES AND PROCEDURES

DISTRICT POLICY SECTION #200

CODE OF CONDUCT AND CONFLICT OF INTEREST

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District Policy Section #200

201. Purpose.

The provisions of these policies and procedures (“Policies”) are to assist the Board of Directors of the Humboldt No.1 Fire Protection District (“District”) as it sets policy and conducts the business and affairs of the District with excellence. It is the intent and purpose of these Policies to help clarify and define the responsibilities and the expected code of conduct of Board members relating to their performance and participation on the Board. The Board of Directors and staff of the District hold their positions to serve and benefit the public and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties.

202. Applicability.

Board Members must observe the following code of conduct designed to govern the manner in which Directors should treat one another, District staff, constituents, and others while carrying out the responsibilities related to their participation on the Board. These policies shall apply in addition to all laws, all regulations of the Directors and the Chief of the District.

203. Code of Conduct.

The Board of Directors will strive to lead its staff, employees, and volunteer members by setting and following the highest professional and ethical standards. Board members will be held responsible to the Board for their professional and ethical conduct while representing Humboldt No. 1 Fire Protection District.

In recognition of these responsibilities, Board members agree to:

- a. Always place the District’s best interest above their own personal interests.
- b. Operate within the parameters that the Board sets for itself.
- c. Act and conduct themselves professionally when representing the Fire District.
- d. Recognize that they serve in a position of public trust that imposes a responsibility to use publicly-owned resources effectively and judiciously.
- e. Develop, introduce, evaluate, modify, approve or deny, and implement District public policies, to the best of their ability, even when contrary to their own recommendations.
- f. Keep in mind their obligation not to seek advantages or favors for themselves, friends, or family.
- g. Not be unduly influenced by those who have more dominant personalities and remember that each member represents the interests of the District equally.
- h. Use information gained by virtue of their positions only for the benefit of the citizens they are entrusted to serve.
- i. Conduct their personal affairs in such a manner that they cannot be improperly influenced in the performance of their duties.

- j. Recognize and avoid situations wherein their decisions or recommendations may have an impact on their personal financial interests.
- k. Seek no favor and accept no form of personal reward for influence or official action.
- l. Engage in no outside activities that may impair or appear to be in conflict with their primary responsibilities as District officials.
- m. Abstain from activities which correctly belong to administrators, staff, and employees of the District and are outside the purview of the Board of Directors.
- n. Refrain from financial investments or business that conflicts with or is enhanced by their own official position.

204. Appearance of Impropriety.

No Board member shall create an appearance of impropriety by giving the impression that he or she will exercise or perform his or her official duties on the basis of family, private business, social relationships, or any consideration other than the welfare of the District.

205. Prohibited Conduct.

A) No Board member may use his or her position to secure unwarranted personal or private gain for himself or herself, for any other person, or any organization. Unwarranted personal or private gain does not include any payment, benefit or opportunity that is available to all Board members or District staff.

B) No Board member may use or permit the use of District resources for personal or private purposes. District resources include, but are not limited to, use of District personnel, money, vehicles, equipment, materials, supplies, or other property of the District.

C) No Board member may hold personal investments that will be directly affected by the performance of the member's official powers and duties and/or that would otherwise impair the member's independence of judgment in the exercise or performance of his or her official powers and duties.

206. Conflict of Interest Disclosure.

Each Board member must review and sign the "Conflict of Interest Disclosure" form, which is attached hereto and incorporated herein as **Attachment A**.

207. Conflicts of Interest Code.

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 has adopted a regulation (Cal. Code Regs, tit. 2, § 18730), which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and

which may be amended by the Fair Political Practices Commission (“FPPC”) to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of California Code of Regulations, title 2, section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and constitute the Conflict of Interest Code of the Humboldt No. 1 Fire Protection District.

Pursuant to California Code of Regulations, Title 2, Section 18730, Board members and the Fire Chief are determined to be Designated Positions and, as such, must file FPPC Form 700 – Statement of Economic Interests, upon assuming or leaving office and annually with the District Clerk, who must retain a copy and forward the original for filing with the Clerk of the Humboldt County Board of Supervisors. Board members are encouraged to contact the California FPPC with questions or specific advice on what constitutes conflict(s) of interest.

208. Abstention.

Board members must disclose disqualifying interests and should not have any involvement with Board meeting agenda items that pose potential conflicts of interest. Board members prevented from voting because of a conflict of interest shall state the basis for the conflict, recuse themselves, and leave the room for the duration of the debate and vote on the item.

209. Conduct at Meetings.

During public meetings and meetings held in closed sessions, members of the Board are expected to act in accordance with the provisions of the Ralph M. Brown Act (Gov. Code, § 54950) and the District’s “Director’s Policies” as adopted by the Board and incorporated herein by reference. (HFPD Policies/Procedures #100.)

210. Interactions with other Board Members.

While it is understood that Board members will not always agree, they must conduct themselves in ways that respect the dignity of their office and observe common standards of decorum. Board members have the right to maintain and express differing viewpoints, styles, opinions, and values. Nonetheless, Poor behavior toward other members or staff is not acceptable.

In order to assist in the governing of the behavior between and among members of the Board of Directors, members must agree to respect the dignity, style, values, and opinions of each member. Each member must also agree to engage in responsive and attentive listening when communicating with other members. Moreover, each Board member agrees to prioritize the needs of the District’s constituents over personal viewpoints, opinions, and values.

Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, 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.

211. Interactions with Constituents.

The work of the District is a team effort, and Directors function as a part of the whole. As such, issues shall be brought to the attention of the Board as a whole, rather than to individual members selectively. All Board members shall work together in the collaborative process, assisting each other in conducting the affairs of the District.

When responding to constituent requests and concerns, Directors shall be courteous, responding to individuals in a positive manner, and routing their questions through appropriate channels and to responsible personnel.

The Chair is the official spokesperson for the Board and the principal contact with the press unless the Board delegates this authority to another. In the course of normal events, Board members should refer inquiries to the Chair. Moreover, Board members shall keep the Chair informed of community opinions regarding the District's services and assist in building positive community relations.

The Chair and the Board should strive to be in agreement regarding the public posture of the District. Where possible it is desirable for the Board to have a unified position (e.g., "Board position") that may be communicated to the public through the media. If it is necessary for the Board to make a separate statement to the media, that responsibility should rest with the Chair or designee.

If a Board member finds it necessary to speak to the media regarding the District, that member should be clear that they're speaking as an individual Board member and not as a spokesperson for the Board. In order to speak for the Board, any individual Board member must be authorized by the Board.

No Director shall directly provide Board materials, memos, written communications, internal information, or emails to the media without the permission of the Chair. The proper way for these communications to be disclosed is by the Board Clerk or designated staff.

212. Gifts.

- A. No Board member may directly or indirectly solicit any gift.
- B. No Board member may accept or receive any gift or multiple gifts from the same donor having an aggregate value of five hundred ninety dollars (\$590) or more when:
 - a. It appears that the gift is intended to influence the Board member in the exercise or performance of his or her official duties;
 - b. The gift could reasonably be expected to influence the Director or staff person in the exercise or performance of his or her official powers or duties;
 - c. The gift is intended as a reward for any official action on the part of the Director or staff person.

- C. For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceeded five hundred ninety dollars (\$590) must be made by adding together the value of all gifts received from the donor by a Board member during the twelve month period preceding the receipt of the most recent gift.

- D. A gift from a person or organization that seeks to contract with the District is presumed to be a gift that is intended to influence a Board member in the exercise or performance of his or her official powers or duties. A gift from a person or organization that has a contract with the District or has had a contract with the District during the preceding twelve months is presumed to be a gift intended as a reward for official action.

ATTACHMENT A

CONFLICT OF INTEREST DISCLOSURE

Each Member of the Board of Directors of the Humboldt No.1 Fire Protection District is required to disclose any outside activities or interests that present a potential or actual conflict with the interests of the Humboldt No.1 Fire Protection District.

I have read the guidelines on conflicts of interest adopted by the Humboldt No.1 Fire Protection District Board of Directors and agree to comply with the terms. I affirm that to the best of my knowledge and belief, I am not involved in any activity and have no interest or relationship that conflicts or suggests a potential conflict with the interests of the Humboldt No.1 Fire Protection District, as defined in the Policies, except as disclosed below.

During my term as a member of the Board of Directors of the Humboldt No.1 Fire Protection District, I agree to disclose promptly to the Board of Directors of the Humboldt No.1 Fire Protection District any future situation that might involve or appear to involve me in any conflict of interest with the Humboldt No.1 Fire Protection District. Disclosure may be made to the Chair of the Board of Directors of the Humboldt No.1 Fire Protection District.

Signature

Date

Please list and describe any interests or relationships that may present a potential or actual conflict of interest or from which you may derive a potential or actual benefit:
