

2020 Local Agency Biennial Notice

Name of Agency: Kneeland Fire Protection District
 Mailing Address: 6201 Greenwood Hts. Dr., Kneeland, CA 95549
 Contact Person: Lindsay Green Phone No. 707-616-7667
 Email: board@kneelandfire.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.)

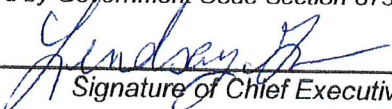
- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* New code was adopted by the board.

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

6 August, 2020

 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, 2020**, or by the date specified by your agency, if earlier, to:

Humboldt County Office of Elections
Attn: Lucinda Jackson
2426 6th Street, Eureka, CA 95501

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Jackson, Lucinda

From: board@kneelandfire.org
Sent: Monday, August 31, 2020 10:17 AM
To: Jackson, Lucinda
Subject: RE: 2020 Biennial Notice for Conflict-of-Interest Code
Attachments: KFPD - 2020 Local Agency Biennial Notice_ConflictOfInterest_2020.pdf; KVFPD CONFLICT OF INTEREST POLICY_2020.08.06.pdf

Hi Lucinda,

Please find attached a completed biennial notice and a copy of our the new conflict of interest policy adopted by the board 8/6/2020.

Best wishes,

Lindsay

From: Jackson, Lucinda <LJackson@co.humboldt.ca.us>
Sent: June 26, 2020 18:03
To: board@kneelandfire.org
Subject: 2020 Biennial Notice for Conflict-of-Interest Code
Importance: High

Good afternoon ~

It's time for the district's biennial review of its conflict-of-interest code and make necessary updates. Attached you will find the following documents:

1. Instruction letter.
2. Reference guide for determining if the district needs to revise its conflict-of-interest code (Attachment 1).
3. Example format for making changes to the conflict-of-interest code (Attachment 2).
4. 2020 Local Agency Biennial Notice form (Attachment 3). Complete and return the form **no later than September 4, 2020**.

Please review the attached packet, and complete and return the 2020 Local Agency Biennial Notice form (Attachment 3) **no later than September 4, 2020**. Forms can be returned in the following ways:

- Email: ljackson@co.humboldt.ca.us
- Fax: 707-445-7204
- Mail: 2426 6th Street, Eureka, CA 95501

Please feel free to contact me with questions.

Lucinda Jackson
Humboldt County Office of Elections
2426 6th Street | Eureka, CA 95501-0788
ljackson@co.humboldt.ca.us
707-445-7481

KFPD CONFLICT OF INTEREST POLICY

1.) Purpose

All members of the KFPD Board of Directors have the duty and legal obligation to ensure and demonstrate to the public the integrity and transparency of its decision-making process. There must be assurance that Board members are free of actual or perceived conflict of interests in their decision-making.

It is inherent in a Director's fiduciary duties that conflicts of interest be avoided. It is important that all Directors understand their obligations when a conflict of interest or potential conflict of interest arises.

Furthermore, the KFPD Board recognizes that "perceived conflicts of interest," even if unfounded, can be damaging to the public's trust in our work and must be publically addressed.

2.) Application

This policy applies to all Board members and its officers, Operating Officers, first responder volunteers, and all non-board member committee members.

3.) Policy

All Directors and officers, the Chief and Assistant Chief, first responder volunteers, and all non-board member committee members shall avoid situations in which they may be in a position of conflict of interest or perceived conflict of interest. *This document will serve as an addendum to the KFPD Bylaws and will be strictly adhered to.*

a) Description of Conflict of Interest Policy

A conflict of interest arises in any situation where a Board member's and officer's duty to act solely in the best interest of KFPD, and to adhere to the director's fiduciary duties is compromised or impeded by any other duty, relationship, or interest of the Director.

A conflict of interest also includes circumstances of the Board member's or officer's duties to KFPD are in conflict with others duties owned by these persons such that the Board member or officer is not able to fully discharge his/her /their fiduciary duties to KFPD.

b) Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: **1.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement, **2.** A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or **3.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

c) Procedures for Avoiding Conflict of Interest:

A Board member or officer will announce that there may be a conflict of interest regarding a particular or group of decisions. The Board member or officer will then recuse him or her self from the decision-making process. This must be reflected in the minutes. The Board member or officer in question may elect to leave or stay for the discussion, but may not take part in the discussion. If this member or officer has particular knowledge or

expertise relevant to the decision-making, the Board may request that the Board member of officer provide such information BUT may not under any circumstances take part in the discussion. Again, this must be included in the minutes.

d) Procedures for Addressing the Conflict of Interest:

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

2. The chairperson shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

3. The Board members not involved in the conflict shall investigate the conflict situation to determine if the appropriate KFPD bylaws have been followed, and if all California and Federal laws and regulations have been followed. Upon such review a vote of the Board will be taken on the matter.

4. Violations of the Conflicts of Interest Policy: If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If the governing board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action. The minutes of the Board shall reflect this determination.

4.) Annual Statements

Each Board member, operating officer, or committee chair shall annually sign a statement which affirms:

- a) Member has received a copy of the conflicts of interest policy;
- b) Has read and understands the policy;
- c) Has agreed to comply with the policy; and
- d) Understands the Organization is a non-profit and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- e) Each member will annually sign a statement affirming the above points AND stating any existing or potential conflict of interest involvements.

5.) Perceived Conflicts

It is acknowledged that even if conflicts or potential conflicts have been satisfactorily resolved by compliance with the bylaws and this conflict of interest policy there may still be perception of conflicts. In such circumstances, the process set out in this policy for addressing conflicts and breaches of duty shall be followed and made transparent to the public. In so doing all privacy and confidentiality laws and regulations will be followed.

August 6, 2020

KFPD Annual Statement on Conflicts of Interest

I, _____, attest to my review and understanding of the following:

- a) Member has received a copy of the conflicts of interest policy;
- b) Has read and understands the policy;
- c) Has agreed to comply with the policy; and
- d) Understands the Organization is a non-profit and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- e) Each member will annually sign a statement affirming the above points AND stating any existing or potential conflict of interest involvements.

I, _____, declare the following real or potential conflicts of interest, and pledge to follow the KFPD policy of conflicts of interest.

I, _____, declare that I have no knowledge of any conflicts of interest, either real or potential.