

#### 8.4.2 Board Actions

The following Board actions shall be maintained:

- (a) Approval or amended approval of the minutes of preceding meetings;
- (b) Complete information as to each subject of the Board's deliberation;
- (c) Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
- (d) All Board resolutions and ordinances in complete context, numbered serially for each calendar year;
- (e) A record of all contracts entered into;
- (f) All employments and resignations or terminations of employment within the District;
- (g) A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- (h) A record by number of all warrants approved for payment;
- (i) Adoption of the annual budget;
- (j) Financial reports, including collections received and deposited, payables to be paid, and sales of District property, shall be presented to the Board every month;
- (k) A record of all important correspondence;
- (l) A record of the General Manager's and Fire Chief's report to the Board;
- (m) Approval of all policies and Board-adopted regulations; and,
- (n) A record of all visitors and delegations appearing before the Board.
- (o) A record of all formal written presentations.

## 9 ATTENDANCE AT MEETINGS

Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence. A vacancy shall occur if any member ceases to discharge the duty of her/his office for the period of three (3) consecutive months pursuant to Government Code 1770(g), except as authorized by the Board of Directors.

## 10 REMUNERATION AND REIMBURSEMENT

The purpose of this policy is to prescribe the manner in which members of the Board may be reimbursed for expenditures related to District business, and how Directors may be compensated for their service. The District shall adhere to Government Code Sections 53232 through 53232.4 when dealing with issues of Director remuneration and reimbursement.

### 10.1 Scope

This policy applies to all members of the Board of Directors, and its provisions regarding expense reimbursement are intended to result in no personal gain or loss to Director.

### 10.2 Implementation

Whenever District 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 General Manager. 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.

The Finance Division Manager or the General Manager will review and

approve reimbursement requests. Reimbursement requests by the Finance Division Manager will be reviewed and approved by the General Manager. Reimbursement requests by the General Manager will be reviewed and approved by the Finance Division Manager.

### *10.3 Director Compensation*

Members of the Board of Directors shall receive a Director's Fee for each "meeting day", with a maximum of six meeting days per month. The fee shall be annually established by the Board at the first regular meeting in July.

In addition to Board meetings, Directors may be compensated for the following: (1) Regular Board meetings; (2) Special Board meetings; (3) advisory or committee body meetings; (4) training and educational seminars or conferences; (5) negotiation sessions; (6) depositions; (7) meetings with District consultants, engineers, or other professionals for the purpose of conducting District business or potential business; (8) Any other activity the Board requests in writing that a member attend in advance of attendance. Several meetings may be attended on the same day, but will be considered as only one meeting day.

Staff will not reimburse Board members for ceremonial events such as annual festivals where no business is conducted, even if such meeting is noticed.

### *10.4 Board Member Expenses*

Members of the Board of Directors shall be reimbursed for travel, meals, lodging and other reasonable and necessary expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with this Policy

and the District's policy on Board Member Training, Education and Conferences/Offsite Non-District Meetings. Reimbursement

Any and all expenses that do not fall within the adopted reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors of the District in a public meeting prior to the expense(s) being incurred. Expenses that do not adhere to the adopted reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors of District in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

If travel and lodging is in connection with Item 4 above, or other prior approved event, government or group rates offered by the provider of transportation or lodging shall be used when available. If the published group rate is unavailable, Directors shall be reimbursed for comparable lodging at government or IRS rates.

### *10.5 Expense Reimbursement Forms*

The District shall provide expense reimbursement report forms to Directors who incur reimbursable expenses on behalf of the District to document that their expenses adhere to this policy.

#### *10.5.1 Receipts Required*

Receipts are required to be submitted in conjunction with all items listed on the expense report form. Expenses without receipts will not be reimbursed.

Expense reports shall be submitted within a reasonable time, but not more than

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[number] days, after incurring the expense.

Directors attending functions consistent with Item 4 above, or other prior approved event shall submit reports to District on the meeting(s), in conjunction with the District's Policy on Board member Training, Education, and Conferences/Off Site Non-District Meetings.

10.6 It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following: (a) the loss of reimbursement privileges; (b) restitution to the District; (c) civil penalties for misuse of public resources pursuant to Government Code Section 8314; and (d) prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code.

## **11 MEMBERS OF THE BOARD OF DIRECTORS**

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from the General Manager or his/her designee.

### *11.1 Exchanging Information*

Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

### *11.2 Courteous Conduct*

Directors shall at all times conduct themselves with courtesy and respect to each other, to staff and to members of the audience present at Board meetings. Just as is expected of all employees, Directors need to at all times conduct themselves

ethically, with scrupulous regard for the highest standards of conduct and personal integrity. Directors need to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and refrain from any illegal, dishonest, or unethical conduct.

### *11.3 Discussions*

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 during the meeting. All comments should be brief and confined to the matter being discussed by the Board.

### *11.4 Brief Comments into Minutes*

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).

### *11.5 Conflict of Interest*

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. Potential conflict of interest must be declared by the Director prior to the Board's initiation of discussion on the item. Thereafter, the conflicted Director may not participate in any way, directly or indirectly, in the ensuing discussion and vote.

### *11.6 Requests for Information*

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