



FAIRVIEW

FIRE PROTECTION DISTRICT

POLICY	NUMBER:203.2
COMPENSATION AND REIMBURSEMENT POLICY	EFFECTIVE AS REVISED: 11/15/2021 PAGE 1 OF 5 PAGES

I. Purpose

The purpose of this Policy is to (a) govern how members of the District’s Board of Directors are compensated, and (b) govern and provide for a process by which a member of the District’s Board of Directors or a District employee may seek reimbursement for expenses that he or she has incurred in the conduct of District business.

II. Policy

This Policy shall outline Directors compensation.

Pursuant to Government Code Section 53232.2, it shall be the policy of the District to utilize a uniform set of standards for reimbursing Directors and employees for authorized expenses incurred in the normal conduct of District business.

III. Board Compensation

A. Director Compensation:

- a) Pursuant to Health and Safety Code section 13857, each member of the District Board shall receive the sum of \$100 for each “Legislative body” or “Advisory body” meeting attended, not to exceed four (4) meetings in any calendar month, except that no member of the District Board shall receive any sum for attending a Board meeting that consists solely of a public forum and a single agenda item to consider adopting findings that satisfy the conditions codified in Section 54953(e)(3) of the California Government Code to authorize meeting via teleconference.
- b) “Legislative body” and “Meeting” have the same meaning as specified in Section 54952

and Section 54952.2 of the California Government Code, respectively.

- c) “Advisory body” in this Policy shall mean a standing advisory body formally created by a FFPD governing board ordinance or policy with a meeting schedule fixed by formal action.
- d) Directors shall receive no other forms of compensation for service to the District.

B. Attendance Procedure

- a) The Chair of each compensable meeting shall enter names of attendees in meeting minutes and forward list of attendees to appropriate staff for payment processing.

IV. Expense Procedures

A. Authorized Expenses:

- a) Expenses incurred in connection with pre-approved activities such as the ones listed below generally constitute authorized and reimbursable expenses, as long as the other requirements of this Policy are met:
 - 1) Communicating with representatives of regional, state, and national governments on Board-adopted policy positions;
 - 2) Attending conferences or educational seminars designed to improve the skills and knowledge of Directors or District employees, so long as the skills and knowledge relate to their position with the District; and
 - 3) Participating in regional, state, and national organizations whose activities affect the District’s interests.
- b) All other expenses must be approved by the Board in a public meeting before the expense is incurred.

B. Expenses Not Eligible for Reimbursement:

- a) Expenses that are not eligible for reimbursement include:
 - 1) The personal portion of any trip;
 - 2) Political or charitable contributions;
 - 3) Family expenses, including a partner’s expenses when accompanying Director or an employee on District-related business, as well as child- or pet-related expenses;
 - 4) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage, and/or golf-related expenses), or other cultural events;
 - 5) Alcohol or any personal hotel honor bar expenses;
 - 6) Tips greater than 15 percent (unless automatically included in the bill);
 - 7) Regular commuting costs and personal automobile expenses, including for

vehicle maintenance and repairs, traffic citations, insurance, and gasoline; and

8) Personal losses incurred while on District business.

b) Any questions regarding the propriety of a particular type of expense should be resolved by the District's Board of Directors before the expense is incurred.

C. Transportation Expenses:

a) Directors and employees are encouraged to use public transit and carpool when possible and practical when travelling on District business. When transportation is needed for Directors or employees to travel for District business, costs are eligible for reimbursement as follows:

- 1) *Airfare*. Airfares that are reasonable and economical (coach fare) are eligible for reimbursement. Ticket purchases should be made well in advance to take advantage of low fares when possible.
- 2) *Automobile*. Personal automobile mileage is reimbursed at Internal Revenue Service rates in effect at the time of travel. Tolls are eligible for reimbursement, unless the charges are incurred as part of the Director's or employee's normal commute to or from the District. Reimbursement for auto mileage will be capped at the cost of corresponding coach airfare for the same trip when it would be less expensive to fly than drive.
- 3) *Car Rental*. Rental car costs and fees are authorized for reimbursement only when absolutely necessary and when other transportation is not feasible, or car rental is more economical. Cars are to be reserved at a rate that does not exceed the standard-size car rate.
- 4) *Taxis or Ride Shares*. Fares and gratuity (of no more than 15%) will be reimbursed when shuttle or public transportation is not possible or practical at the discretion of the Director or employee.
- 5) *Parking and Shuttles*. Reasonable parking costs will be reimbursed. Long-term parking or shuttle service to and from the airport may be claimed as a miscellaneous expense for reimbursement.
- 6) *Public Transit*. Actual fares for public transit will be reimbursed.

D. Lodging Expenses:

- a) Lodging costs are only reimbursable when Directors or employees travel for District related purposes.
- b) Lodging expenses at the single-room rate will be reimbursed or paid for when travel on District business reasonably requires an overnight stay.
- c) If such lodging is in connection with a conference, training, or other educational activity, lodging expenses must not exceed the group rate published by the conference sponsor or

training provider for the event in question, if such rates are available at the time of booking.

E. Meals and Incidental Expenses:

- a) Meals and incidental expenses are reimbursable whenever Directors or personnel travel for District related purposes, and as otherwise set forth below.
- b) *Business Meetings.* Actual and reasonable costs of business meals and gratuities are allowed when representing the District, regardless of geographic location.
- c) *Conference, Seminar, or Training.* When attending conferences, seminars, and trainings for the District, reimbursements will be provided for the actual cost of meals.
- d) *Alcohol.* The District will not pay for alcohol or hotel-room personal bar/honor bar expenses.
- e) *Other.* Employees or Directors may be reimbursed for other meal costs under the following conditions:
 - 1) When an overnight absence from the Director's or employee's normal area of operation is required.
 - 2) When a meal is purchased for non-District personnel performing a complimentary service for the District, *e.g.*, serving on a District oral interview panel.
 - 3) When provided during staff meetings, open houses, and other District-sponsored obligatory meetings.

F. Registration Expenses:

- a) Registration fees for conferences or meetings will be reimbursed at actual cost.

G. Expense Reimbursement Procedure:

- a) Travel Authorization Form.
 - 1) Travel Authorization Forms (see attached) must be submitted before:
 - i Attending any meeting, conference, training, or other event involving overnight accommodations;
 - ii Travel outside the District to areas outside a 50 mile radius from Station 8 on Five Canyons Parkway
 - 2) Travel Authorization Forms may only be approved:
 - i By the President of the District's Board of Directors for the other members of the Board and;
 - ii By the Board Vice President for the Board President;
- b) Expense Report Form Submissions
 - 1) Expense Report Forms must be submitted within thirty (30) calendar days of an expense being incurred, and must include the following attachments:
 - i Approved Travel Authorization Forms, when relevant for reimbursement of travel costs;

- ii Original receipts showing the claimed expenses (e.g., restaurant receipts as opposed to credit card receipts or statements);
 - iii Names and positions of participating individuals, as well as a description of the purpose of the meeting, for reimbursement of meals for individuals in addition to the Director or employee submitting the request;
 - iv A copy of the Program or Agenda of the event(s) attended, when relevant;
 - v In the event a Director or employee does not attend a planned trip and nonrefundable expenses have been incurred for registration, lodging, and/or travel, a written explanation of the reasons for non-attendance;
 - vi When original receipts are required under these procedures, but have been lost, a duplicate receipt if available; and
 - vii If neither an original receipt is available or if a receipt is not available for a small expenditure (e.g., parking meters), a detailed explanation of the expenditure and explanation of which receipts are not available.
- c) Expense Reimbursement Forms (see attached) Approval
- 1) Forms may only be approved:
 - i By the President of the District's Board of Directors for the other members of the Board and for the General Manager;
 - ii By the Board Vice President for the Board President; and
 - iii By the General Manager for all other District employees.

H. Public Records

- a) All District expense reports, Travel Authorization Forms, and accompanying documentation are public records subject to disclosure under the Public Records Act and other applicable laws.

I. Audits of Expense Reports

- a) All evidence of expenses and related documentation are subject to verification that they comply with this Policy and its procedures.



Michael Justice
Vice President of the Board of
Directors, Fairview Fire Protection
District

Date: 11/15/21

BOARD OF DIRECTORS

MARK MCDANIEL
MELISSA DIMIC
MICHAEL JUSTICE
ROBERT CLARK
SARAH CHOI



FAIRVIEW

FIRE PROTECTION DISTRICT

25862 FIVE CANYONS PKWY
CASTRO VALLEY, CA 94552
(510) 583-4930

GENERAL MANAGER:

MIKE PRESTON

FIRE CHIEF

GARRETT CONTRERAS
WWW.FAIRVIEWFIREDISTRICT.ORG

Pre-Approval for Travel Training/Education/Conference

Date:

Name

Position/Title

Name of Course/Conference:

Location:

Date of Course/Conference:

to

Briefly describe the course/conference

Briefly state reason for taking course:

Fee: \$

Advance needed? Yes No

Travel arrangements needed? Yes No

Hotel Reservation needed? Yes No

Signature

Approved by _____

Date

If not approved, please provide a reason:

BOARD OF DIRECTORS

MARK MCDANIEL
MELISSA DIMIC
MICHAEL JUSTICE
ROBERT CLARK
SARAH CHOI



FAIRVIEW
FIRE PROTECTION DISTRICT

25862 FIVE CANYONS PKWY
CASTRO VALLEY, CA 94552
(510) 583-4930

GENERAL MANAGER:
MIKE PRESTON

FIRE CHIEF
GARRETT CONTRERAS
WWW.FAIRVIEWFIREDISTRICT.ORG

Expense Reimbursement Form

Requested By:		Payment Method:	(Circle One)	Cash or Credit
Date submitted:		Credit Card Bank Name:		
Name on CC:		Credit card number:	(last 4 digits)	

Date of Expense	Vendor	Who (if meals)	Description	Reason	

Requestor Signature: _____

Date _____

Approval Signature: _____
(President or Vice President)

Date _____

Email this completed form with all receipts to the Hayward Fire Administration office.

Notes:

- If the credit card purchase was for the purchase of food please list the names of individuals the meal/food or name of the event.
- Example of Descriptions are: parking, lunch, dinner, gas, car rental, airfare, etc.
- Please be detailed with your reason, i.e. meeting with, travel for, emergency of, etc.