



FAIRVIEW

FIRE PROTECTION DISTRICT

POLICY

GOVERNANCE

NUMBER: 103.1
EFFECTIVE: 1/28/2020
PAGE 1 OF 4 PAGES

I Purpose

The purpose of this Policy is to outline the roles, responsibilities, and working relationships of the Board of Directors, General Manager, contracted Administrative Staff, and Fire Chief.

II Policy

A. Fairview Fire Protection District Board of Directors

The Fairview Fire Protection District (“FFPD”) Board of Directors’ duties are legislative in nature, formulating and collectively adopting policies for the operation, budget, and guidance of the District. The FFPD Board is not directly involved in the technical fire and emergency operations of the District, as this is overseen by the Fire Chief serving the District by contract or direct hire.

The FFPD Board of Directors are elected by and accountable to the constituents served by the Fairview Fire Protection District. The Directors shall be accessible through the General Manager, contracted administrative staff, as well as electronically (*i.e.*, email, website, social media), USPS mail, and during the public comment portion of each FFPD District meeting.

The Directors are responsible for developing and updating the Strategic Plan, ensuring high quality fire and emergency services are delivered throughout the District, maintaining fiscal responsibility when approving FFPD budgets and expenditures, providing transparency, and conducting themselves as a welcoming and cohesive body.

On or before June 30 of each calendar year, the FFPD Directors shall adopt a preliminary budget and complete a final budget by October 1 of the same year.

The Board of Directors shall conduct all business and meetings in compliance with the Brown Act (Govt. Code §§ 54954 & 54957).

Should the FFPD District not participate in a Contract for Fire and Emergency services, the Board shall establish Personnel Policies & Procedures, which shall outline sound hiring practices, recruitment, selection, retention, evaluation, and termination of District employees. The FFPD Board shall always employ, or contract with, a qualified, specifically trained, and competent Fire Chief who shall administer and supervise the delivery of emergency medical and fire response within the District. The Fire Chief shall report to the Board.

B. General Manager

The General Manager (“GM”) conducts and coordinates the day-to-day business of the District and is responsible for providing managerial, analytical and administrative support to the Board in order to fulfill its duties. *See* Attachment A for job specification.

The GM shall be employed/contracted by the Board and serves at the will of the Board. The GM shall:

1. Implement the policies and directives established by the Board.
2. Serve as liaison between the Directors and the general public, the contracted Fire Protection Services provider, associated government agencies (*i.e.*, Alameda County, Local Agency Formation Commission, State Controller), community organizations, as well as oversee professionals who serve the District (*i.e.*, bookkeeper, auditor, insurance provider, and lawyer).
3. Develop meeting agendas for regular and special board meetings.
4. Ensure timely FFPD compliance with state, county, and local regulations.
5. Ensure the compliance and execution of the Strategic Plan and District Policies and Procedures.
6. Prepare oral and written communications representing the District as needed.
7. Review and authorize all budget approved expenditures up to \$5,000.
8. Consult with FFPD District legal counsel as needed.
9. Ensure up-to-date information on the FFPD District website.

C. Fire Protection Services Contractor

1. Fire Chief

The contracted or employed Fire Chief of the Fairview Fire Protection District shall serve in a manner consistent with California state law and regulations and ensure the delivery of fire and emergency medical services consistent with recognized accepted standards. The Fire Chief is responsible for day-to-day operational service delivery to the District, and meeting those conditions outlined in the Contract for Services as agreed and overseen by the FFPD Board of Directors.

2. Administrative Staff

The Administrative Staff provides clerical, organizational and administrative support to the FFPD Board of Directors, GM, and Fire Chief. Tasks include but are not limited to:

- a) Assemble and distribute FFPD Meeting Agenda packets and ensure public notification.
- b) Work with GM to develop and maintain annual budget documents, budget monitoring and projection tools, and process expenditures for payment.
- c) Liaison between agencies and residents to facilitate the annual FFPD service area Weed Abatement Program.

Board President Signature:



Date:

01/27/20

Attachment A

1. General Manager Criteria

Skills/Abilities

- Facilitate discussions/workshops with the Board.
- Liaison with various agencies/constituents/contractors.
- Maintain awareness of political/regulatory trends impacting the District.
- Prepare written and oral reports/communication.
- Maintain a positive working relationship with Directors, public, and contractors.
- Effectively utilize computers and software necessary for conduct of District business *i.e.* PowerPoint, Word, Excel, e-mail etc.
- Able to travel to and attend evening meetings.

Qualifications

- Minimum two (2) years working in administrative capacity in public sector, preferably a Special District supporting elected officials.
- Bachelor's degree in Public Administration, Management or related field is preferred.
- Able to work from home office.

2. Selection Process

An Ad Hoc Committee of the Board shall review resumes and interview prospective candidates and make recommendation to the whole Board. The Board may approve this recommendation or request the Ad Hoc Committee return with another recommendation.