



# FAIRVIEW

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## FIRE PROTECTION DISTRICT

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### POLICY

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#### Code of Ethics/Conduct

NUMBER: 106.1  
EFFECTIVE: 1/28/2020

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- I. **Purpose.** To define a Code of Ethics/Conduct for Fairview Fire Protection District Directors and staff.
- II. **Code of Ethics/Conduct.** The Governing Board of the Fairview Fire Protection District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with State laws, including Assembly Bill 1234 approved in 2005.

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed.

- A. Each individual Board member shall:
1. Operate openly, with trust and integrity. As one important example, when a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to offer advice whether one exists or not.
  2. Prioritize responsiveness and attentive listening in communication.
  3. Focus on the needs of the District's constituents and the business of the District, emphasizing the positive and avoiding negative forms of communication and interaction.
  4. Recognize and respect differences of perspective, style, dignity, and opinions on the Board and among staff and the community. The presentation of the opinions of others should be encouraged, and disagreements should focus on issues, not personalities. Differing viewpoints are healthy in the decision-making process.
  5. Act in a dignified and professional manner, treating everyone with civility and respect, and understand the implications of demeanor and behavior
  6. Keep confidential matters confidential.
  7. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.

8. Understand that authority rests with the Board as a whole and not with individuals. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively. Once the Board of Directors takes action, all Directors commit to support said action and not to create barriers to the implementation of said action.
  9. Direct all requests for work, studies, information, or any task that is to be performed by District staff to the General Manager, in accordance with the District's Governance Policy, effective November 26, 2018. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District. In no event shall any Director make any request of staff for information or services not related to District business.
- B. Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. The work of the District is a team effort. To operate effectively, the Board shall have a unity of purpose and communicate a common vision. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

The Board and staff shall, as a collective:

1. Govern within Board-adopted policies and procedures. The Board shall route questions through appropriate channels and to responsible management personnel and develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
2. Take collective responsibility for the Board's performance.
3. Periodically evaluate its own effectiveness. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
4. Ensure opportunities for the diverse range of views in the community to inform Board deliberations.



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**Melissa Dimic**  
**President of the Board of Directors,**  
**Fairview Fire Protection District**

Date: 01/27/20