

# Rodeo-Hercules Fire Protection District Code of Ethics and Conduct

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# BOARD CODE OF ETHICS & CONDUCT

# Board Code of Ethics Adoption

- Resolution No. 2019-01
- Approved by the Board January 19, 2019

# PURPOSE

- Fair, ethical and accountable local government
- Instill confidence that stewardship of the public interest is the primary concern
- Instill trust in the fair operation and integrity of the District

# PRINCIPLES

Directors shall:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

# Code of Conduct Guidelines

- *Comply with the Law*
- *Professional and Personal Conduct*
- *Respect for Process*
- *Conduct of Public Meetings*
- *Decisions Based on Merit*
- *Communication*
- *Conflict of Interest: Gifts and Favors, Confidential Information, Use of Public Resources, Representation of Private Interests*

# Behavior and Conduct

- Board Members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Board.
  - Individual Board Member should point out to the offending Board Member perceived infractions.

# Behavior & Conduct (cont.)

- Active Listening
- Open Mind
- Ask for clarification, but avoid debate and argument with the public
- Civility and decorum
- Avoid offensive comments
- Honor the role of the Chair in maintaining order
- Speaking on behalf of yourself v. the Board



# Conduct with Board Committees and Staff

- Limit contact with Committee members to clarifying questions
  - Committees serve the community
- Treat all staff as professionals
- Do not direct or disrupt staff
  - Staff work for the Fire Chief
- Avoid public criticism
- Do not solicit political support from staff

# Board Governance

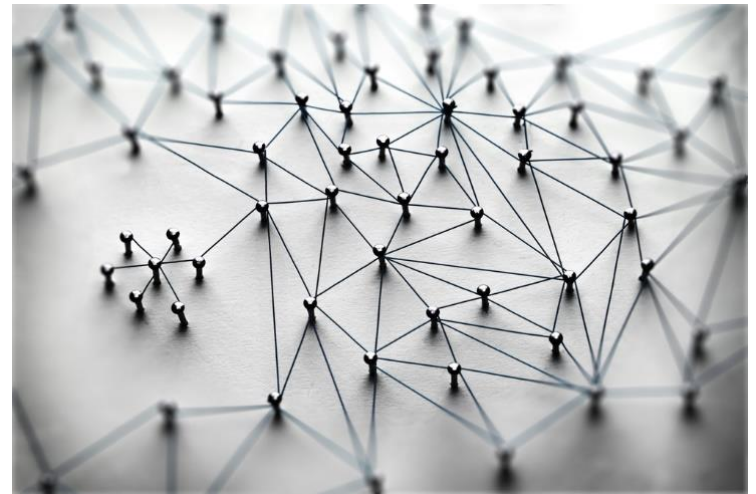
- Cal. Health & Safety Code secs. 13860-13879
  - The District’s “Constitution”
  - Provides the boundaries to achieve the mission
- Cal. Govt. Code sec. 26909
  - Annual audit requirement
- Board approved policies, resolutions and ordinances
  - General Rule: When providing a permanent rule of government or conduct – ordinance; when dealing with temporary or special matters and involving only a factual determination that conditions necessary for the operation of a statute or ordinance have been met – resolution

# NOTES on General Powers and Duties

- District may enter into mutual aid agreements
- Fire Code enforcement
  - Establish changes or modifications more stringent than Building Code related to fire and panic safety
- Code enforcement to correct or eliminate hazards
  - Chief or staff can issue orders, citations and seek abatement
  - Abatement of hazardous weeds and rubbish

# Governance Model

- Policies guide District and Board governance
  - How are Board meetings managed
  - Board conduct and rules of order
- District finances
- Personnel
- Communications
- Note: This is not the Carver policy board model, i.e. ends policies



# Board Rules and Board Member Conduct

## Best Practices

- ✔ Meeting procedures (regular, special, time, place)
- ✔ Chair, Vice-Chair (selection, term, powers)
- ✔ Board member conduct and decorum during Board meetings, towards staff, and out in the community
- ✔ Consequences and penalties for violating Board policies and ordinances