

**FIRE PROTECTION DISTRICTS
IN CALIFORNIA**

**An Introduction to the Roles, Rights,
Responsibilities, & Expectations of
Officials**

Presented by:
• Larry Crabtree – Principal Consultant

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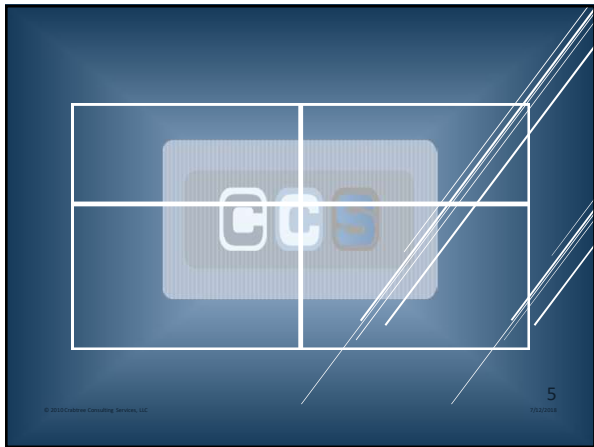
- **Morning Session**
 - General Obligations
 - General Authority
 - Q & A
- **Disclaimer**

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- **Smoking**
- **Restrooms**
- **Breaks**
- **Cell Phones**
- **Radios / pagers**
- **Exits / Evacuation**

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You Know What You Know	You Know What You Don't Know

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You Know What You Know	You Know What You Don't Know
You Don't Know What You Know	

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You Know What You Know	You Know What You Don't Know
You Don't Know What You Know	You Don't Know What You Don't Know

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- Fire Protection District Law
- Ralph M. Brown Act
- Public Records Act
- Ethics
- Conflict of Interest
- General District Governance

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OUR GOAL:
Learn what you need to
Do your job efficiently
Recognize when you need advice or assistance
You need to know what you don't know that
you don't know!

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- Fire Protection District Law
 - General Provisions

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• Fire Protection District Law

- General Provisions
- Area / territory
- Formation
- Existing Boards & Officers
- General Powers & Duties

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• Fire Protection District Law

- General Provisions
- Area / territory
- Formation
- Existing Boards & Officers
- General Powers & Duties
- Elections

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• Fire Protection District Law

- General Provisions
- Area / territory
- Formation
- Existing Boards & Officers
- General Powers & Duties
- Elections
- Finance

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- Fire Protection District Law
 - General Provisions
 - Area / territory
 - Formation
 - Existing Boards & Officers
 - General Powers & Duties
 - Elections
 - Finance
 - Alternative Revenues

- Fire Protection District Law
 - General Provisions
 - Area / territory
 - Formation
 - Existing Boards & Officers
 - General Powers & Duties
 - Elections
 - Finance
 - Alternative Revenues
 - Bonds

- Fire Protection District Law
 - General Provisions
 - Area / territory
 - Formation
 - Existing Boards & Officers
 - General Powers & Duties
 - Elections
 - Finance
 - Alternative Revenues
 - Bonds
 - Service Zones

• Fire Protection District Law

- General Provisions
- Area / territory
- Formation
- Existing Boards & Officers
- General Powers & Duties
- Elections
- Finance
- Alternative Revenues
- Bonds
- Service Zones
- Employee Relations

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• Ralph M. Brown Act

- People's Business

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• Ralph M. Brown Act

- People's Business
- What Bodies Are Covered

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• Ralph M. Brown Act

- People's Business
- What Bodies Are Covered
- Meetings
- Notices
- Agendas
- Public Participation

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• Ralph M. Brown Act

- People's Business
- What Bodies Are Covered
- Meetings
- Notices
- Agendas
- Public Participation
- Closed Sessions

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• Ralph M. Brown Act

- People's Business
- What Bodies Are Covered
- Meetings
- Notices
- Agendas
- Public Participation
- Closed Sessions
- Remedies For Violations

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Public Records Act

- The People's Right To Know
- Basics
 - Covered Agencies
 - Is It A Public Record?
 - Who Can Request It?
- Responding To A Request

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Responding To A Request

- Type Of Request
- Form Of Request
- Content Of Request
- Duty To Respond
- Timing Of Response & Extending
- Assisting The Requestor
- Locating Records
- Redacting Records

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Responding To A Request

- Types Of Responses
- Waiver
- Duty To Create A Record
- Duty To Create A Privilege Log
- Timing Of Disclosure
- Fees

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- **Public Records Act**
 - The People's Right To Know
 - Basics
 - Responding To A Request
 - Exemptions

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- **Exemptions**
 - Overview
 - Specific Exemptions
 - Architectural & Official Building Plans
 - Atty / Client Communication
 - Atty / Client Work Product
 - Code Enforcement Records
 - Drafts
 - Election Information

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- **Exemptions**
 - Specific Exemptions
 - Identity Of Informants
 - Law Enforcement Records
 - Library Circulation Records
 - Licensee Financial Information
 - Medical Privacy Laws
 - Official Information Privilege
 - Pending Litigation Or Claims

• Exemptions

- Specific Exemptions
 - Personal Contact Information
 - Personnel Records
 - Test Questions
 - Public Contracting Documents
 - Real Estate Appraisals & Engineering Evaluations
 - Recipients Of Public Services
 - Taxpayer Information

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• Exemptions

- Specific Exemptions
 - Trade Secrets & Proprietary Information
 - Utility Customer Information
- Public Interest Exemption
- Effect of Proposition 59 On Exemptions

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• Public Records Act

- Records Management
 - Public Meeting Records
 - Electronic Records
 - Electronic Discovery
 - Records Retention & Destruction Laws

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- **Public Records Act**
 - The People's Right To Know
 - Basics
 - Responding To A Request
 - Exemptions
 - Records Management
 - Judicial Review & Remedies

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- **Ethics**
 - Two hours of training
 - Every two years
 - Directors

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- **Ethics Training – Laws**
 - Personal financial gain
 - Office-holder perks
 - Transparency
 - Fair processes

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- **Conflict of Interest**
 - Conflict Of Interest Code
 - Form 700 Filing

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- **General District Governance**
 - Elections Code
 - Cal-OSHA
 - EMSA
 - FBOR
 - MMBA / E-ER
 - CMIA

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- **Conduct of Board Meetings**
 - Rules should establish order
 - Rules should be clear
 - Rules should be user-friendly
 - Rules should enforce the will of the majority while protecting the rights of the minority

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Resources & References

- Fire Protection District Law of 1987 (HSC 13800-13970)
- Ralph M. Brown Act (GC 54950-54963)
- Ethics Training (GC 53234)
- Conflict of Interest (GC 81000-91014; specifically 87300)
- Public Records Act (GC 6250 et seq.)

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Resources & References

- Elections Code (ELEC 10500 et. seq.)
- Cal-OSHA (8 CCR)
- EMSA (22 CCR)
- FBOR (GC 3250-3262)
- MMBA (GC 3500-3511) (8 CCR 61000 – 61630)
- CMIA (CIV 56-56.37)
- FLSA (29 USC 201 - 262) (29 CFR 516 et seq.)

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Resources & References

- Community Services District Law – GC 61100 et. seq.
- Municipal Services District Law – PUC 11501 et. seq.
- Leg Home Page for Law searches
- CPER Pocket Guides
- District / Board Policies

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We Fill The Gap

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