

## RESOLUTION NO. 20-7

### RESOLUTION OF THE BOARD OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT ADOPTING CONFLICT OF INTEREST CODE

**WHEREAS**, the Political Reform Act, Government Code Section 81000, et. seq., requires the Los Altos Hills County Fire District ("District") to review its Conflict of Interest Code ("Code") every even-numbered year;

**WHEREAS**, the District's Code is reviewed and approved by the County of Santa Clara Board of Supervisors;

**WHEREAS**, the District recently created the new position of Emergency Services Manager and that position must be included in the Code; and

**WHEREAS**, the District wishes to amend its Code adopted by Resolution No. 04-11 and Appendix and replace Resolution No. 18-25 to add the Emergency Services Manager position.

**NOW, THEREFORE**, the Board of Commissioners of the District does hereby **RESOLVE** as follows:

1. Incorporation by Reference. The terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which public officials and employees are designated, constitute the Conflict of Interest Code of the Los Altos Hills County Fire District, which is considered the "agency" within the purview of this code.

2. Statements. The persons holding the positions listed in Appendix, attached as Exhibit A, shall file their statements of economic interests with the District Clerk, who shall be and perform the duties of filing official for the Los Altos Hills County Fire District. If a statement is received in signed paper format, the District Clerk shall make and retain a copy and forward the original of this statement to the filing officer, the County of Santa Clara Clerk of the Board of Supervisors. If a statement is electronically filed using the County of Santa Clara's Form 700 e-filing system, both the District Clerk and the County of Santa Clara Clerk of the Board of Supervisors will receive access to the e-filed statement simultaneously. Statements of economic interests shall be maintained and available for inspection and reproduction pursuant to Government Code Section 81008.

3. Savings Clause. Any change provided for in this Conflict of Interest Code shall not affect nor excuse any offense or act committed or done or omission or any

penalty or forfeiture incurred or accruing under any other Conflict of Interest Code; nor shall it affect any prosecution, suit, or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code.

4. Supersession. This Resolution supersedes Resolution Nos. 04-11, 10-10, 10-12, 14-10 and 18-25 and any previous resolutions of the District regarding conflicts of interest.

5. Filing. The District Counsel is hereby directed to file a copy of the Conflict of Interest Code with the Office of the County Counsel of the County of Santa Clara by \_\_\_\_\_.

**REGULARLY PASSED AND ADOPTED** this 18th day of February, 2020.

\_\_\_\_\_  
President of the Board

ATTEST:

\_\_\_\_\_  
Cori Vargas  
District Clerk

Exhibit A

**APPENDIX**

**DESIGNATED POSITIONS  
AND DISCLOSURE OBLIGATIONS**

**DISCLOSURE CATEGORIES**

**Disclosure Category 1:** Full Disclosure - All investments, business positions, interests in real property and sources of income, including gifts, loans and travel payments.

**Disclosure Category 2:** Consultant Disclosure - Consultants, as defined for purposes of the Political Reform Act, shall disclose pursuant to the broadest disclosure category in the conflict of interest code subject to the following limitation: the Board of Commissioners may determine in writing that a particular consultant is not required to provide Full Disclosure. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the Board of Commissioners is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**DESIGNATED POSITIONS**

As the Board of Directors of the Los Altos Hills County Fire District, the Board of Supervisors delegated its powers to the Board of Commissioners to manage the affairs of the District, with the exception of the initiation of litigation. Because the Board of Supervisors are subject to the disclosure requirements under Government Code section 87200, *et seq.*, this code does not establish any additional disclosure obligation for the Board of Supervisors (2 Cal. Code of Regs. Section 18730).

<b>Designated Position</b>	<b>Disclosure Category</b>
Member of Board of Commissioners	1
General Manager	1
Emergency Services Manager	1
Consultant	2
Newly Created Position	*

**\*Newly Created Positions**

A newly created position that makes or participates in the making of decisions that may foreseeably have a material effect on any financial interest of the position-holder, and which specific position title is not yet listed in the District's conflict of interest code is included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Board of Commissioners may determine in writing that a particular newly created position, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the broadest disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that newly created position. Such written determination shall include a description of the newly created position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Board of Commissioners' determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

As soon as the District has a newly created position that must file statements of economic interests, the District's filing official shall contact the County of Santa Clara Clerk of the Board of Supervisors Form 700 division to notify it of the new position title to be added in the County's electronic Form 700 record management system, known as eDisclosure. Upon this notification, the Clerk's office shall enter the actual position title of the newly created position into eDisclosure and the District's filing official shall ensure that the name of any individual(s) holding the newly created position is entered under that position title in eDisclosure.

Additionally, within 90 days of the creation of a newly created position that must file statements of economic interests, the District shall update this conflict-of-interest code to add the actual position title in its list of designated positions, and submit the amended conflict of interest code to the County of Santa Clara Office of the County Counsel for code-reviewing body approval by the County Board of Supervisors. (Gov. Code Sec. 87306.)