



Truckee Fire Protection District

*Proudly providing service to portions of both Nevada and
Placer Counties and the Town of Truckee*

Board of Directors

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Division Chief

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Fire Marshal

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Code of Conduct, Policies and Procedures of the

Truckee Fire Protection District Measure T Citizens' Oversight Committee

The Citizens' Oversight Committee's (the "COC" or the "Committee") primary purpose is to oversee the expenditure of the funds collected pursuant to the Truckee Fire Protection District Measure T to ensure that moneys raised under this Measure are spent only for the purposes described in this Measure and to report on these matters to the District Board of Directors. In the performance of these duties and to foster professionalism and collegiality, the Members of the COC are expected to abide by this Code of Conduct.

COC Members will:

1. Treat all individuals with fairness, dignity, and respect.
2. Act with integrity and in an ethical manner.
3. Ensure fair, open, and responsive interactions.
4. Work cooperatively within the District and other related entities.
5. Respect the time of others by being punctual, prepared, concise, and to the point.
6. Share responsibility for work and majority decisions.
7. Challenge only the issue, not the person.
8. Always represent the COC in a professional manner.
9. Not take advantage of their position on the COC in any way.
10. Adhere to the policies and procedures established below.

Policies and Procedures

The following policies and procedures explain how COC Members will accomplish the objectives of the Committee.

1. If a Member misses 3 meetings, the member may be asked to resign from the COC, or removed by a Committee vote.
2. Members will be punctual in attending all meetings. If a Member is consistently more than 10 minutes late for 3 meetings, the Member may be asked to resign from the COC, or removed by Committee vote.
3. Members will review all materials that are published in advance of a meeting.
4. Members will silence cell phones in meetings and minimize background noise when not speaking during video conferences.

5. Members will disclose and recuse themselves or will be asked by the Committee to recuse themselves from participating in any matters in which they have a real or perceived conflict of interest. A staff opinion may be sought to determine if a recusal is warranted.
6. The COC will issue a report annually to the District Board of Directors, and communicate as needed, regarding whether expenditures meet the criteria defined in the Truckee Fire Protection District Board Resolution 02-2021 with Full Ballot Text, Truckee Fire Protection District Measure T Community Wildfire Prevention Fund Implementation Plan, and the Truckee Fire Protection District Community Wildfire Prevention Plan. In addition, as needed or requested, the COC may raise an issue and communicate with the Board about any financial transparency issues of concern to the COC.
7. At COC meetings where a Member addresses issues relating to work plans or expenditures, concerns should not be expressed as statements or assertions but as concisely stated questions using appreciative enquiry techniques for seeking clarification.
8. After seeking clarification of an issue at a COC meeting, the member, if not satisfied that the issue has been addressed or fully understood, can seek further clarification from the Wildfire Prevention Manager or Fire Chief.
9. If the member feels that the matter is still not clear or needs further clarification, the member will bring the issue back to the COC for consideration and discussion. If the COC agrees that the issue remains a matter of concern the COC may issue a communication to the Board of Directors explaining its concerns.
10. At public/governmental meetings, the COC spokesperson(s) is the only Member(s) who can speak representing the COC, but they may not represent the COC and another organization at the same meeting.
11. When speaking at a public/governmental meeting, COC Members will first identify themselves clearly stating who they represent. COC Members may represent themselves or another organization, but cannot represent the COC at the same meeting.
12. In any form of communication, if the context of the communication includes any matters even peripherally related to the District or COC, Members must clearly identify who they DO represent and that they DO NOT speak for the COC.

EFFECTIVE DATE AND AMENDMENTS

This Code of Conduct, Policies and Procedures shall be effective upon a majority vote of the District's Board of Directors. This Code of Conduct, Policies and Procedures may be amended or repealed, and new Code of Conduct, Policies and Procedures created by the majority vote of the District Board of Directors. Any member of the Committee may propose amendments to the Code of Conduct, Policies and Procedures to the District Board of Directors.