

RANCHO ADOBE FIRE PROTECTION DISTRICT TRAINING, EDUCATION & CONFERENCES

POLICY TITLE: Training, Education & Conferences
POLICY NUMBER: 4090

4090.10 Purpose To establish policy and procedures for training, education and conferences for Members of the Board. This policy shall supercede all previous District policies on this subject.

4090.20 Policy Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.21 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.30 Reimbursement

4090.31 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4090.32 Directors are themselves responsible for making arrangements with the District office for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Administrative Assistant, together with validated receipts.

4090.33 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.

4090.34 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Chief and by:

4090.341 Utilizing hotel(s) recommended by the event sponsor in order to obtain

Training, Education & Conferences

Approved by Chief: n/a

Adopted by Board: **02/21/01**

Rancho Adobe Fire Protection District

Training, Education & Conferences

Page -2-

discounted rates.

4090.342 Directors traveling together whenever feasible and economically beneficial.

4090.343 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.40 Exclusions A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.50 Reports Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.