



STAFF REPORT

DATE: September 22, 2026

FROM: Joe Barna
Deputy Executive Director



TO: Board of Directors

SUBJECT: BOARD POLICY AMENDMENTS RELATED TO THE PERSONNEL RULES

Recommended Action

Staff recommends that the Board approve revisions to seven Board Policies that conform the Board Policy Manual to the updated CONFIRE Personnel Rules and current governance structure. The proposed action would approve BP 1.001, BP 2.003, BP 3.003, BP 4.001, BP 6.001, BP 7.001, and BP 7.002 as presented and would allow the revised policies to take effect with the updated Personnel Rules.

Background Information

The updated Personnel Rules establish CONFIRE's baseline personnel system and require several existing Board Policies to be conformed to that framework. The affected policies were largely written around the former County Special District personnel rules structure, an earlier Director model, and broader assumptions about Board approval of personnel and operational actions.

These amendments are targeted conforming changes rather than a general rewrite of the Board Policy Manual. Existing language is retained wherever it remains compatible, and the proposed changes are limited to terminology, document hierarchy, personnel record access, employer authority, delegated decision-making, and the removal of obsolete County references.

The revisions preserve the existing separation of authority among the Board, Administrative Committee, Executive Director, and Human Resources. The Personnel Rules establish the baseline employment framework, while Board and Administrative Committee policies continue to control matters assigned to those governing bodies under the Joint Powers Agreement, applicable law, and other controlling sources.

The related Administrative Committee policies are being updated separately under the Administrative Committee's approval authority. Coordinating both sets of amendments allows the Board Policy Manual, the Administrative Committee Policy Manual, and the Personnel Rules to function as a single, consistent policy system without compromising the distinct authority of the two governing bodies.

The proposed Board policy amendments do not amend any memorandum of understanding, compensation plan, or individual employment agreement. An applicable MOU or other controlling

employment source continues to govern within its lawful and stated scope, and these policy revisions are intended to conform governance documents to the approved personnel framework rather than change negotiated employee rights.

Policy Revisions

BP 1.001 is revised to align the Board Policy Manual's hierarchy and terminology with the Personnel Rules and the current controlled-document system. The amendment adds the Personnel Rules and related controlled documents to the policy hierarchy, updates Executive Director terminology, and preserves the existing allocation of authority between the Board and Administrative Committee.

BP 2.003 is revised to preserve the Board's access to information needed for lawful Board functions while aligning personnel record access with Human Resources' custody and confidentiality requirements. The amendment removes the prior concept of unrestricted access to the Executive Director's personnel records and clarifies that personnel information remains subject to privacy, privilege, confidentiality, and closed-session requirements.

BP 3.003 is revised to clarify that personnel, expenditure, and operational matters require Board approval only when a controlling source reserves or requires Board action. The change removes language that could be read to require Board approval for routine personnel or operational actions already delegated to the Administrative Committee, Executive Director, or another authorized official.

BP 4.001 is revised to clarify that County or third-party human resources, payroll, and administrative support are service-provider functions and do not transfer CONFIRE's employer authority. The existing finance and budget framework remains intact, while the policy now distinguishes administrative support from CONFIRE's appointing, disciplinary, classification, labor relations, and official personnel record authority.

BP 6.001 is revised to modernize the Executive Director terminology and to align the Administrative Committee's authority over the Executive Director with the controlling governance and employment sources. The amendment also removes the conflicting use of the term "principal executive officer" for the Administrative Committee Chairperson and clarifies the Committee's authority to appoint, evaluate, discipline, and remove the Executive Director within the approved governance and compensation framework.

BP 7.001 is revised to replace obsolete communications-specific Director duties with the current Executive Director governance and personnel-administration role. The revised policy identifies the Executive Director as CONFIRE's day-to-day executive leader and Appointing Authority for employees other than the Executive Director, while reserving additional duties to the Joint Powers Agreement, the Administrative Committee policy, the employment agreement, the class specification, or lawful delegation.

BP 7.002 is revised to remove obsolete County Special District personnel-rule and representation-unit assumptions and to establish CONFIRE's current employment framework. The replacement language recognizes the Personnel Rules as the baseline system, preserves the controlling effect of applicable MOUs and Board-approved compensation plans, identifies the Executive Director as Appointing Authority, and confirms that outside administrative services do not transfer employer authority from CONFIRE.

Taken together, the seven amendments preserve the existing governance structure while removing provisions that would conflict with or undermine the updated Personnel Rules. Approving the policies as a coordinated package provides clearer lines of authority, reduces reliance on obsolete County structures, and ensures that Board policy and the Personnel Rules can be administered consistently from the effective date.

Financial Impact

Approval of these Board Policy revisions has no direct fiscal impact. The amendments clarify governance, personnel authority, and document hierarchy; any future staffing, compensation, benefit, or budget action that requires separate Board approval will continue to be brought forward through the applicable budget, MOU, compensation plan, or personnel process.

Attachments

1. BP 1.001 - Policy Establishment and Numbering
2. BP 2.003 - Board Member Access to CONFIRE Records
3. BP 3.003 - Board Actions and Decisions
4. BP 4.001 - Finance
5. BP 6.001 - Administrative Committee
6. BP 7.001 - Executive Director
7. BP 7.002 - CONFIRE Employees



CONFIRE Board Policy Manual

BP 1.001 Policy Establishment and Numbering

Document Number	BP 1.001	Issue Date	4/29/2021
Title	Policy Establishment and Numbering	Review Date	To Be Determined
Section	Series 1 - General	Revision Date	To Be Determined
Policy Owner	Executive Administration / Board Clerk	Approved By	Board of Directors
Applicability			
Applicability	Board members, Administrative Committee members, Executive Director, policy owners, and persons administering controlled CONFIRE documents	Required Reviews	Executive Director; Board Clerk; Legal Counsel
Related Policy / Authority / Standards	Joint Powers Agreement; BP 1.002; BP 6.001; CONFIRE Personnel Rules; AP 1.001	Supersedes	BP 1.001, Policy Establishment and Numbering, adopted 04/29/2021
Supersedes DRAFT FOR LEGAL, LABOR, AND GOVERNANCE REVIEW - NOT APPROVED			

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The Board of Directors ("Board") of the Consolidated Fire Agencies ("CONFIRE") establishes Policies to provide guidance concerning the conduct of CONFIRE within the jurisdiction of the Board of Directors to:

- Members of the CONFIRE Board ("Directors").
- Parties to the Joint Powers Agreement of CONFIRE ("Parties to the Joint Powers Agreement").
- The CONFIRE Executive Director.
- Members of the CONFIRE Administrative Committee.
- Agencies that contract with CONFIRE for dispatch and communications services ("Contracting Agencies"); and
- Members of the public.

The definitions in this Policy shall apply to all of the Policies of the Board of Directors. For personnel matters, terms defined in the CONFIRE Personnel Rules shall be applied consistently with those Rules unless a controlling Board policy provides otherwise.

Supersession

Any previously adopted policy that predates a Policy included in this Manual of Policies shall be superseded: to the extent of a conflict. In addition, this Manual of Policies shall supersede the pre-existing By-Laws of CONFIRE to the extent previously incorporated into Board policy.

Interpretation

1. In the event of a conflict between these Policies of the Board of Directors and the Joint Powers Agreement governing CONFIRE, the Joint Powers Agreement shall control.
2. In the event of a conflict between these Policies of the Board of Directors and a provision of the CONFIRE's Standard Operating Procedures, these Policies of the Board of Directors shall control the CONFIRE Personnel Rules, an enterprise policy, departmental procedure, standard operating procedure, administrative practice, form, job aid, or employee handbook provision, these Board Policies shall control as to matters within the responsibility of the Board, subject to applicable law and controlling agreements.
3. In the event of a conflict between these Policies of the Board of Directors and a memorandum of understanding ("MOU") entered into between CONFIRE and a duly recognized employee organization

pursuant to the Meyers-Milius-Brown Act (~~Government Code Sections 3500-3510~~), the MOU shall control within its lawful and stated scope.

4. In the event of a conflict between these Policies of the Board of Directors and the Policies of the Administrative Committee, these Policies shall control as to matters within the responsibility of ~~this~~ the Board of Directors, and ~~those~~ the Policies of the Administrative Committee shall control as to ~~those~~ matters within the responsibility of the Administrative Committee.

Numbering

1. The first set of digits reflects the Series (i.e., General, Board of Directors and Officers, Board Meetings, Finance, etc.); ~~and~~.
2. The second set of digits reflects the Policy number; ~~and~~.
3. The third set of digits, if any, memorializes revisions to the Policy. Using this Policy as an example, 1.001.01 would reflect the first revision.

Related Documents

- [Third Amended and Restated Joint Powers Agreement for CONFIRE, as amended.](#)
- [BP 1.002, Adoption/Amendment of Policies.](#)
- [BP 6.001, Administrative Committee.](#)
- [AP 1.001, Administrative Committee Policy Establishment and Numbering.](#)
- [CONFIRE Personnel Rules.](#)

Revision History

<u>Date</u>	<u>Action</u>	<u>Summary of Change</u>	<u>Approval Authority</u>
04/29/2021	Adopted	Original policy adopted.	Board of Directors
[MM/DD/YYYY]	Revised	Added Personnel Rules and controlled-document hierarchy references; updated Director terminology while preserving the existing allocation of Board and Administrative Committee authority.	Board of Directors



CONFIRE Board Policy Manual

BP 2.003 Board Member Access to CONFIRE Records

Document Number	BP 2.003	Issue Date	4/04/29/2021
Title	Board Member Access to CONFIRE Records	Review Date	To Be Determined
Section	Series 2 - Board of Directors and Officers	Revision Date	To Be Determined
Policy Owner	Executive Administration / Board Clerk	Approved By	Board of Directors
Applicability			
Applicability	Members of the Board of Directors acting in their official CONFIRE capacity	Required Reviews	Executive Director; Board Clerk; Human Resources; Legal Counsel
Related Policy / Authority / Standards	Joint Powers Agreement; CONFIRE Personnel Rules, Rule 17; AP 2.005; California Public Records Act and applicable privacy law	Supersedes	BP 2.003, Board Member Access to CONFIRE Records, adopted 04/29/2021
Supersedes DRAFT FOR LEGAL, LABOR, AND GOVERNANCE REVIEW - NOT APPROVED			

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To make informed decisions, any member of the Board of Directors who is acting in ~~his/her~~the member's official capacity as a CONFIRE Board Member shall have access to CONFIRE records as described below to assist ~~them~~ in performing official functions.

1. All requests for access to CONFIRE records shall be directed to the ~~CONFIRE~~Executive Director ~~or designee~~. If the ~~CONFIRE~~Executive Director determines that there is a question regarding access to records, the Board Member who requested the records may present the request to the Board of Directors.
2. Requests by a Board Member for access to ~~Personnel Records~~personnel records of employees; other than the ~~CONFIRE~~Executive Director; shall be submitted to the Board Chairperson ~~for consideration~~:
3. ~~Personnel Records of the CONFIRE Director and coordinated with Human Resources and legal counsel as appropriate. Access shall be open~~limited to inspection by any member of the Board of Directors; information reasonably necessary for a lawful Board function and shall remain subject to applicable privacy, confidentiality, privilege, and closed-session requirements.
3. Personnel records of the Executive Director may be inspected by a Board Member only when reasonably necessary to perform a lawful Board function. Such records shall be handled in accordance with applicable privacy, confidentiality, privilege, and closed-session requirements.
4. Nothing in this Policy grants an individual Board Member unrestricted access to confidential personnel information or independent authority over a CONFIRE employee.

Related Documents

- CONFIRE Personnel Rules, Rule 17 - Personnel, Medical, Recruitment, and Training Records.
- AP 2.005, Restricted Access to Personnel Information.
- BP 2.001, Board of Directors, Generally.

Revision History

Date	Action	Summary of Change	Approval Authority
04/29/2021	Adopted	Original policy adopted.	Board of Directors



Date	Action	Summary of Change	Approval Authority
[MM/DD/YYYY]	Revised	Updated personnel-record access provisions to align with the CONFIRE Personnel Rules, Human Resources custody, and confidentiality requirements.	Board of Directors

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CONFIRE Board Policy Manual

BP 3.003 Board Actions and Decisions

Document Number	BP 3.003	Issue Date	4/04/2021
Title	Board Actions and Decisions	Review Date	To Be Determined
Section	Series 3 - Board Meetings	Revision Date	To Be Determined
Policy Owner	Executive Administration / Board Clerk	Approved By	Board of Directors
Applicability			
Applicability	Board of Directors and persons preparing matters for Board action	Required Reviews	Executive Director; Board Clerk; Legal Counsel
Related Policy / Authority / Standards	Joint Powers Agreement; BP 1.001; BP 6.001; BP 7.002; CONFIRE Personnel Rules	Supersedes	BP 3.003, Board Actions and Decisions, adopted 04/29/2021
Supersedes DRAFT FOR LEGAL, LABOR, AND GOVERNANCE REVIEW - NOT APPROVED			

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Actions by the Board include, by way of illustration and not limitation:

1. Adoption or rejection of regulations or policies;
2. Adoption or rejection of a resolution;
3. Approval or rejection of [any](#) contract or expenditure; [when Board approval is required](#).
4. Approval or rejection of [any](#) proposal ~~which that~~ commits CONFIRE funds or facilities [when Board approval is required](#), including [employment and dismissal of personnel](#); [and matters reserved to the Board by the Joint Powers Agreement, Board policy, the Personnel Rules, the adopted budget, a memorandum of understanding, compensation plan, or other controlling source](#).
5. Approval or disapproval of matters that require ~~or may require~~ [Board action before](#) CONFIRE or its employees ~~to may~~ take action ~~and/or~~ provide services.

Action ~~can only may~~ be taken [only](#) pursuant to the ~~terms of: (1) the Joint Powers Agreement in effect between the Parties to the Joint Powers Agreement; applicable law, and (2) these Policies.~~ In case of a conflict, the Joint Powers Agreement shall prevail. [Personnel and operational actions delegated to the Administrative Committee, Executive Director, or another authorized official do not require separate Board approval unless a controlling source expressly requires Board action.](#)

Related Documents

- [Joint Powers Agreement](#).
- [BP 6.001, Administrative Committee](#).
- [BP 7.001, Executive Director](#).
- [BP 7.002, CONFIRE Employees](#).
- [CONFIRE Personnel Rules](#).

Revision History

Date	Action	Summary of Change	Approval Authority
04/29/2021	Adopted	Original policy adopted.	Board of Directors



CONFIRE Board Policy Manual

Date	Action	Summary of Change	Approval Authority
[MM/DD/YYYY]	Revised	Clarified that Board action is required for personnel, expenditure, and operational matters only when reserved to or otherwise requiring Board approval.	Board of Directors

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CONFIRE Board Policy Manual

BP 4.001 Finance

Document Number	BP 4.001	Issue Date	4-04/29/2021
Title	Finance	Review Date	To Be Determined
Section	Series 4 - Finance	Revision Date	To Be Determined
Policy Owner	Finance / Executive Administration	Approved By	Board of Directors
Applicability			
Applicability	Board of Directors, Administrative Committee, Executive Director, Finance, and authorized administrative service providers	Required Reviews	Executive Director; Finance; Legal Counsel
Related Policy / Authority / Standards	Joint Powers Agreement; BP 4.003; BP 4.004; BP 6.001; CONFIRE Personnel Rules	Supersedes	BP 4.001, Finance, adopted 04/29/2021
Supersedes DRAFT FOR LEGAL, LABOR, AND GOVERNANCE REVIEW - NOT APPROVED			

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Generally

1. The fiscal year of CONFIRE shall commence on July ~~1st~~ and conclude on June 30.
2. The CONFIRE budget for each coming fiscal year shall be processed as follows:
 - a. The Executive Director shall submit a draft budget to the Administrative Committee on or before the February Administrative Committee meeting of each year.
 - b. The Administrative Committee shall adopt a tentative budget on or before March 1 of each year and forward the same to the Board of Directors for review.
 - c. The Board of Directors shall adopt the annual budget for CONFIRE not later than May 1 of each year.
 - d. Upon adoption, copies shall be mailed immediately provided to the Chief Administrative Officer of each Party to the Joint Powers Agreement and each Contracting Agency.
 - e. The annual budget shall include the necessary funds with which CONFIRE shall obtain and maintain worker's workers' compensation and liability insurance to fully protect CONFIRE and each of the Parties to the Joint Powers Agreement. Said Such insurance shall be obtained and maintained in force at all times during the effective term of this the Agreement.

Administrative Matters

1. The San Bernardino County Fire Protection District ("San Bernardino County FPD") shall provide administrative and support services service functions to CONFIRE consisting of personnel administration and human resources administrative support, facility site usage, purchasing, payroll, and related functions as authorized by applicable agreement and budget. These services are service-provider functions only and do not transfer CONFIRE's employer, appointing, disciplinary, classification, labor-relations, or official personnel-record authority to the County or any other service provider.
2. Reimbursement to the San Bernardino County FPD for services shall be based upon a cost percentage rate to be determined for the following fiscal year budget. The cost percentage rate shall be given to the Executive Director in writing from the San Bernardino County FPD no later than April 1 preceding the forthcoming fiscal year budget. It is stipulated that the percentage rate charged by the San Bernardino County FPD shall not be applied to the following expense items of any approved fiscal year budget appropriation:
 - a. The expense of the applied percentage rate.

- b. Capital Outlay or improvement items.
- c. Contract Maintenance items to include telephone expense items.

Additional Services Charges/Other Costs and Expenses

1. The activities of CONFIRE shall be financed by a cost sharing formula which shall require a proration among the Parties to the Joint Powers Agreement.

Expenditures made and indebtedness incurred by CONFIRE relating to special equipment and services shall be paid entirely by the Party to the Joint Powers Agreement involved. Facility ~~and~~ rental and/or space utilization shall be a separate item approved in CONFIRE's annual budget.

2. The Administrative Committee shall recommend the cost-sharing charge for each Party to the Joint Powers Agreement in an amount sufficient to provide the funds required by the budget. The Administrative Committee shall fix membership assessments; and shall cause the Chief Administrative Officer of each Party to the Joint Powers Agreement to be informed of ~~his/her~~the agency's charge on or before April 1 of each year.

Contracts, Loans, Checks and Deposits

1. The Administrative Committee may authorize any officer or officers, agency or agents, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of CONFIRE, and such authority may be general or confined to specific instances.
2. No loans shall be contracted on behalf ~~of CONFIRE~~of CONFIRE and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Administrative Committee. Such authority may be general or confined to specific instances.
3. All checks, drafts, or other orders for the payment of monies, notes, or other evidences of indebtedness issued in the name of CONFIRE shall be signed by such officer or officers, agent or agents, of CONFIRE and in such manner as shall from time to time be determined by the Administrative Committee.
4. All funds of CONFIRE not otherwise encumbered shall be deposited, from time to time, to the credit ~~of CONFIRE~~of CONFIRE in such banks, trust companies, or other depositories by the Treasurer with the consent of the Administrative Committee.

Related Documents

- [BP 4.003, Contracts, Loans, Checks and Deposits.](#)
- [BP 4.004, Purchasing Procedures/Procurement.](#)
- [BP 6.001, Administrative Committee.](#)
- [CONFIRE Personnel Rules, Rules 2 and 17.](#)

Revision History

<u>Date</u>	<u>Action</u>	<u>Summary of Change</u>	<u>Approval Authority</u>
04/29/2021	Adopted	Original policy adopted.	Board of Directors
[MM/DD/YYYY]	Revised	Updated Director terminology and clarified that County or third-party personnel/payroll support is a service-provider function that does not transfer CONFIRE employer authority.	Board of Directors



CONFIRE Board Policy Manual

BP 6.001 Administrative Committee

Document Number	BP 6.001	Issue Date	[4/04/29/2021]
Title	Administrative Committee	Review Date	To Be Determined
Section	Series 6 - Administrative Committee	Revision Date	To Be Determined
Policy Owner	Executive Administration / Board Clerk	Approved By	Board of Directors
Applicability			
Applicability	Board of Directors, Administrative Committee, Executive Director, and CONFIRE management	Required Reviews	Executive Director; Board Clerk; Legal Counsel
Related Policy / Authority / Standards	Joint Powers Agreement; AP 1.001; AP 2.001; BP 7.001; CONFIRE Personnel Rules	Supersedes	BP 6.001, Administrative Committee, adopted 04/29/2021
Supersedes DRAFT FOR LEGAL, LABOR, AND GOVERNANCE REVIEW - NOT APPROVED			

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1. There is hereby established an Administrative Committee of CONFIRE, which shall be organized and be responsible for the functions hereinafter set forth.
2. Each Party to the Joint Powers Agreement, or an amended Joint Powers Agreement, shall be entitled to one (1) seat on the Administrative Committee for each Chief Officer or Executive of the public agency's departments which share in the CONFIRE System.
3. The Executive Director shall be the Secretary to the Administrative Committee, as a non-voting member.
4. The operations of CONFIRE shall be conducted under the direction and supervision of the Administrative Committee. Except as specifically excepted herein, no contract or other obligation of CONFIRE shall be binding unless approved or ratified by the Administrative Committee.
5. The Administrative Committee may establish rules for its own procedures and have such express or implied authority as is not inconsistent with or contrary to the laws of California, these Policies, or the Joint Exercise of Powers Act of the Government Code of the State of California.
6. Regular meetings of the Administrative Committee shall be held as required but not less than quarterly each year. Special meetings of the Administrative Committee may be called by its Chairperson, or by a member of the Administrative Committee. The time, date, and location of regular meetings of the Administrative Committee shall be determined by the Administrative Committee. The Secretary shall cause to be delivered to each member agency at least five (5) calendar days prior to the meeting; an agenda and written notice calling a meeting of the Administrative Committee.
Meetings of the Administrative Committee must comply with the Brown Act.
7. The Administrative Committee Chairperson shall be the principal executive presiding officer of the Agency Administrative Committee and shall be authorized to execute documents and instruments on behalf of the Agency and in general CONFIRE as provided by the Joint Powers Agreement, Board policy, Administrative Committee policy, or other controlling authority. The Chairperson shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board of Directors He/she or Administrative Committee. The Chairperson shall serve a one (1) year term as Chairperson and shall be elected to that position annually by the members of the Administrative Committee.
8. The Administrative Committee shall have the authority to contract with other governmental bodies for use of CONFIRE facilities, equipment, and programs and to establish appropriate charges therefore.

9. The Administrative Committee shall have the following duties:

- a. Within the limits fixed by an approved budget, the Administrative Committee shall conduct the operation of CONFIRE.
 - b. Direct the preparation of the proposed annual budget. Following approval ~~thereof~~ by the Administrative Committee, the proposed budget shall be submitted to the Board of Directors. After adoption of the annual budget by the Board of Directors, the Administrative Committee shall control ~~all~~ expenditures in accordance with ~~such~~the budget.
 - c. The Administrative Committee shall have the power to expend funds in accordance with the adopted budget.
 - d. At each regular meeting of the Board of Directors, the Administrative Committee shall report budget and financial transactions since the previous regular meeting.
10. The Administrative Committee, through the Executive Director, shall present a full report of its activities at each regular meeting of the Board of Directors.
11. ~~The Administrative Committee shall, as~~As provided by the approved budget, ~~and applicable compensation authority, the Administrative Committee shall have the authority to hire, fix the salary of~~appoint, evaluate, discipline, and remove the Executive Director; and to establish the Executive Director's compensation or employment terms within the authority provided by the Joint Powers Agreement, Board-approved compensation structure, employment agreement, or other controlling source.

Related Documents

- [Joint Powers Agreement.](#)
- [AP 1.001, Administrative Committee Policy Establishment and Numbering.](#)
- [AP 2.001, Executive Director - Duties and Responsibilities.](#)
- [BP 7.001, Executive Director.](#)
- [CONFIRE Personnel Rules.](#)

Revision History

Date	Action	Summary of Change	Approval Authority
04/29/2021	Adopted	Original policy adopted.	Board of Directors
[MM/DD/YYYY]	Revised	Updated Executive Director terminology, removed conflicting use of "principal executive officer" for the Committee Chairperson, and aligned Executive Director personnel authority with the Personnel Rules and approved compensation authority.	Board of Directors



CONFIRE Board Policy Manual

BP 7.001-Director

Document Number	BP 7.001	Issue Date	4/04/29/2021
Title	Executive Director	Review Date	To Be Determined
Section	Series 7 - EmployeesPersonnel	Revision Date	To Be Determined
Policy Owner	Executive Administration / Board Clerk	Approved By	Board of Directors
Applicability			
Applicability	Executive Director, Board of Directors, Administrative Committee, and CONFIRE management	Required Reviews	Executive Director; Administrative Committee; Legal Counsel
Related Policy / Authority / Standards	Joint Powers Agreement; BP 6.001; AP 2.001; CONFIRE Personnel Rules	Supersedes	BP 7.001, Director, adopted 04/29/2021
SupersedesDRAFT FOR LEGAL, LABOR, AND GOVERNANCE REVIEW - NOT APPROVED			

1. The Executive Director shall perform suchthe duties assigned by the Joint Powers Agreement, the Administrative Committee, applicable Board and Administrative Committee policies, the CONFIRE Personnel Rules, any applicable employment agreement, and other controlling authority.
2. The Executive Director shall provide day-to-day executive leadership for CONFIRE and, consistent with the Personnel Rules, shall serve as shall be the Appointing Authority for CONFIRE employees other than the Executive Director. The Executive Director shall administer operations and personnel within the approved budget and delegated by the Administrative C01mnitteeauthority.
23. The Executive Director shall attend aBoard of Directors and Administrative Committee meetings as required and giveshall provide advice on technical matters.
3. The Director shall participate in the Technical and Operations Committee. He/she shall provide to the Administrative Committee, reports, and recommendations onconcerning CONFIRE operations and problems associated with the daily operation and maintenance of CONFIREadministration.
4. The Director shall review jointly with the Administrative Committee all bid specifications for the purchase of all communications equipment prior to issuance and equipment modifications by member agencies.4. Additional duties and responsibilities may be established by Administrative Committee policy, employment agreement, class specification, written delegation, or administrative procedure consistent with controlling authority. Nothing in this Policy limits other lawful duties or authority assigned to the Executive Director.

Related Documents

- Joint Powers Agreement.
- BP 6.001, Administrative Committee.
- AP 2.001, Executive Director - Duties and Responsibilities.
- CONFIRE Personnel Rules, Rule 2.

Revision History

Date	Action	Summary of Change	Approval Authority
04/29/2021	Adopted	Original Director policy adopted.	Board of Directors

<u>Date</u>	<u>Action</u>	<u>Summary of Change</u>	<u>Approval Authority</u>
<u>[MM/DD/YYYY]</u>	<u>Revised</u>	<u>Replaced obsolete communications-specific Director duties with the current Executive Director governance and personnel-administration framework</u>	<u>Board of Directors</u>

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CONFIRE Board Policy Manual

BP 7.002 CONFIRE Employees

Document Number	BP 7.002	Issue Date	[4/04/29/2021]
Title	CONFIRE Employees	Review Date	To Be Determined
Section	Series 7 - <u>Employees/Personnel</u>	Revision Date	To Be Determined
Policy Owner	<u>Human Resources / Executive Administration</u>	Approved By	Board of Directors
Applicability			
Applicability	<u>All CONFIRE employees and officials exercising employer authority</u>	Required Reviews	<u>Executive Director; Human Resources; Legal Counsel; Labor Relations</u>
Related Policy / Authority / Standards	<u>Joint Powers Agreement; BP 6.001; BP 7.001; CONFIRE Personnel Rules; applicable MOUs; Exempt Compensation Plan</u>	Supersedes	<u>BP 7.002, CONFIRE Employees, adopted 04/29/2021</u>
Supersedes DRAFT FOR LEGAL, LABOR, AND GOVERNANCE REVIEW - NOT APPROVED			

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- CONFIRE employees are employed by and under the authority of CONFIRE. As such CONFIRE retains the authority to approve all benefits and privileges that may accrue to CONFIRE employees. However, CONFIRE employees The employment relationship shall be entitled to all benefits and privileges secured by Special Districts employees as provided by the Personnel Rules and Regulations of the Special Districts Department, but subject to the approval of, and the organizational lines of authority contained within CONFIRE as structured by administered in accordance with applicable law, the Joint Powers Agreement and Policies, Board and Administrative Committee policies, the CONFIRE Personnel Rules, applicable memoranda of understanding, Board-approved compensation plans, employment agreements, and other controlling sources.
- The duties of, and the organizational authority over the Director are stipulated in previous articles within these Policies. The Director is also authorized to establish a non-management line of supervision to assist him/her in the day-to-day communications CONFIRE operations which include delegation of certain personnel management procedures and supervision. Therefore, non-management personnel shall follow the organizational lines of authority as defined by the Director and set forth within these Policies.
- Benefits and privileges of CONFIRE employees shall be associated with the following representation units for the employees of the Special Districts Department:
 - Director: A County Fire Department recognized Management employee. No representation.
 - Administrative Technician and all Communications employees. The same as the Special Districts recognized non-safety group.
- Paragraph 3 above does not obligate CONFIRE to recognize the representation units associated with the Office of Special Districts for any separate meet and confer matters. However, should employees exercise their rights to secure separate representation units under Employer/Employee Organizations guidelines as set forth in the Government Code of the State of California, Section 3500 et seq., and such representation units are officially recognized by CONFIRE, then Paragraph C et al., of this Policy shall defer to that agreement between the employees and CONFIRE.
- The Office of Special Districts Personnel Office shall immediately provide the Director with all ratified Memoranda of Understanding (MOU) that affects employees' benefits and privileges. Upon

receipt of such MOU(s) the Director will request a special joint meeting of the Administrative Committee and Board of Directors for determination. 2. The CONFIRE Personnel Rules establish the baseline personnel system, including classified and unclassified service, appointments, recruitment and selection, probation, performance management, personnel actions, discipline, due process, records, and rule administration. A valid memorandum of understanding or Board-approved compensation plan controls a conflicting provision within its lawful and stated scope.

3. The Executive Director is the Appointing Authority for all CONFIRE employees other than the Executive Director and may exercise personnel authority within the approved budget, staffing authorization, classification and salary framework, and delegated authority. Human Resources shall administer and support the personnel system under the direction of the Executive Director.

4. The Board retains approval authority over the annual budget, the Personnel Rules, Board-approved compensation plans, memoranda of understanding, and other employment matters expressly reserved to the Board by the Joint Powers Agreement, Board policy, the Personnel Rules, or another controlling source.

5. County or third-party administrative, payroll, benefits, or human resources services provided to CONFIRE are service-provider functions only. Such services do not transfer CONFIRE's employer, appointing, disciplinary, classification, labor-relations, or official personnel-record authority unless expressly authorized by a controlling written agreement consistent with law.

Related Documents

- [CONFIRE Personnel Rules.](#)
- [BP 6.001, Administrative Committee.](#)
- [BP 7.001, Executive Director.](#)
- [Applicable memoranda of understanding.](#)
- [CONFIRE Exempt Compensation Plan.](#)

Revision History

Date	Action	Summary of Change	Approval Authority
04/29/2021	Adopted	Original policy adopted.	Board of Directors
[MM/DD/YYYY]	Revised	Removed obsolete County Special District personnel-rule and representation-unit references; aligned CONFIRE employer authority, Appointing Authority, service status, and controlling employment sources with the Personnel Rules.	Board of Directors