

2018 Local Agency Biennial Notice**OCT 01 2018**Name of Agency: Ventura County Fire Protection District

Clerk of the Board

Mailing Address: 165 Durley Ave., Camarillo, CA 93010Contact Person: Tom Kasper, Bus. Services Mgr. Phone No. (805) 389-9764Email: Tom.Kasper@ventura.org

Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

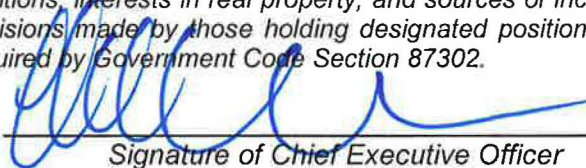
- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

10/1/18

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

**Board of Supervisors
800 S. Victoria Avenue
Ventura, CA 93009-1920**

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

STATEMENT OF ECONOMIC INTERESTS – FORM 700

2018 (with Amendments)

EXHIBIT A – DESIGNATED POSITIONS

Ventura County Fire Protection District Positions Required to Submit a Form 700

Designated PositionsDisclosure Categories

(The number of employees required to complete the Form 700 is in parentheses after each Designated Position Title.)

County Fire Chief (1 position)	1
Deputy Chief (1)	1
Assistant Chief (3)	1
Division Chief (3)	2, 3, 4, 5
Battalion Chief (BC) (20)	3, 4, 5

BUREAUS / DIVISIONS / DEPARTMENTS:Business Services

Business Services Manager (1)	1
Accounting Manager II (1)	4
Sr. Finance Analyst (1)	4
<u>Principal Accountant (1) Supervisor Accounting Officer II (1)</u>	4
<u>(Change of title.)</u>	
<u>Accounting Officer IV (2)</u>	4
<u>(Deleted: 1 of the allocations changed to a Senior Accounting Technician position, which doesn't require Form 700 reporting, and the other changed to a Senior Accountant position.)</u>	
<u>Sr. Accountant (1 3) Accounting Officer III (1)</u>	4
<u>(Change of title and a third allocation was added during a mid-year budget adjustment.</u>	
<u>Accountant II (2) Accounting Officer II (2)</u>	4
<u>(Change of title.)</u>	
<u>Data Analysis Manager (Fire Comm. Mgr.) (1)</u>	4
<u>(Deleted: Primary function is the Custodian of Records; therefore, no Form 700 reporting required.)</u>	

Facilities Manager (1)	1
Facility Project Specialist (4 2)	1
<u>A second allocation was added.</u>	
<u>Emergency Medical Services (EMS)</u>	
EMS Training Manager (1)	3, 5
<u>Fire Communications Center (FCC)</u>	
FCC Manager (1)	3, 5
<u>The number of positions and the reporting categories were inadvertently omitted from the 2016 biennial update.</u>	
GIS Manager (Fire Comm. Mgr.) (1)	4
<u>Human Resources</u>	
HR Manager (1)	4
Risk/Safety Coordinator (1)	4
<u>Information Technology Services</u>	
Manager, Fire Information Systems (1)	4
Manager, IT Services (1)	4
<u>Pre-Emergency Planning/Fire Investigations</u>	
Fire Investigator (3)	5
<u>Prevention</u>	
Fire Marshal (1)	1
Fire Prevention Officer (FPO) – Non-safety (full-time) (5)	3, 4, 5
Sr. Fire Inspector (4)	5
Fire Inspector (4 2 13)	5
<u>Another allocation was added with the Santa Paula Fire Dept. annexation.</u>	
Fire Specialist (4 3)	5
<u>The number of allocations was reduced in 2017 during an annual CEO review.</u>	
<u>Public Information Office</u>	
Marketing Officer (1)	4
Public Information Officer (PIO) (1)	4, 5
<u>Special Operations</u>	
USAR Captain (1)	4, 5
Haz-Mat Officer (1)	4, 5
<u>Supply Unit</u>	
Warehouse Supervisor (1)	4
Inventory Management Assistant III (4 2)	4
<u>A second allocation was added.</u>	
Inventory Management Assistant II (3)	4

Telecommunications Services

Telecommunications Network Analyst III (12)	4, 5
A second allocation was added.	
Telecommunications Network Supervisor (1)	4, 5

Training

CERT Coordinator (1)	4, 5
The number of positions was inadvertently omitted from the 2016 biennial update.	

Vehicle Maintenance

Manager, Heavy Equipment & Fleet Services (Fleet Manager) (1)	4
Chief, Heavy Equipment (Asst. Fleet Manager) (1)	4
Sr. Fire Equipment Mechanic (2)	4
Parts Specialist (2)	4

Wildland Fire & Aviation

Vegetation Management Planner (VMP) (1)	4, 5
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OCT 01 2018

Clerk of the Board

CONFLICT OF INTEREST CODE

VENTURA COUNTY FIRE PROTECTION DISTRICT

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **Ventura County Fire Protection District**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **Ventura County Fire Protection District**. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.

APPROVED AND ADOPTED this 1st day of October, 2018:

By: Print Name: Mark LorenzenTitle: Fire Chief

EXHIBIT A – DESIGNATED POSITIONS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)
	(See attached.)	
Consultants ¹		

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

STATEMENT OF ECONOMIC INTERESTS – FORM 700

2018 (with Amendments)

EXHIBIT A – DESIGNATED POSITIONS

(Ventura County Fire Protection District Positions Required to Submit Form 700)

Designated Positions

Disclosure Categories

(The number of employees required to complete the Form 700 is in parentheses after each Designated Position Title.)

County Fire Chief (1 position)	1
Deputy Chief (1)	1
Assistant Chief (3)	1
Division Chief (3)	2, 3, 4, 5
Battalion Chief (BC) (20)	3, 4, 5

BUREAUS / DIVISIONS / DEPARTMENTS:

Business Services

Business Services Manager (1)	1
Accounting Manager II (1)	4
Sr. Finance Analyst (1)	4
Principal Accountant (1)	4
Sr. Accountant (3)	4
Accountant II (2)	4
Facilities Manager (1)	1
Facility Project Specialist (2)	1

Emergency Medical Services (EMS)

EMS Training Manager (1)	3, 5
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Fire Communications Center (FCC)

FCC Manager (1)	3, 5
GIS Manager (Fire Comm. Mgr.) (1)	4

Human Resources

HR Manager (1)	4
Risk/Safety Coordinator (1)	4

<u>Information Technology Services</u>	
Manager, Fire Information Systems (1)	4
Manager, IT Services (1)	4
<u>Pre-Emergency Planning/Fire Investigations</u>	
Fire Investigator (3)	5
<u>Prevention</u>	
Fire Marshal (1)	1
Fire Prevention Officer (FPO) – Non-safety (full-time) (5)	3, 4, 5
Sr. Fire Inspector (4)	5
Fire Inspector (13)	5
Fire Specialist (3)	5
<u>Public Information Office</u>	
Marketing Officer (1)	4
Public Information Officer (PIO) (1)	4, 5
<u>Special Operations</u>	
USAR Captain (1)	4, 5
Haz-Mat Officer (1)	4, 5
<u>Supply Unit</u>	
Warehouse Supervisor (1)	4
Inventory Management Assistant III (2)	4
Inventory Management Assistant II (3)	4
<u>Telecommunications Services</u>	
Telecommunications Network Analyst III (2)	4, 5
Telecommunications Network Supervisor (1)	4, 5
<u>Training</u>	
CERT Coordinator (1)	4, 5
<u>Vehicle Maintenance</u>	
Manager, Heavy Equipment & Fleet Services (Fleet Manager) (1)	4
Chief, Heavy Equipment (Asst. Fleet Manager) (1)	4
Sr. Fire Equipment Mechanic (2)	4
Parts Specialist (2)	4
<u>Wildland Fire & Aviation</u>	
Vegetation Management Planner (VMP) (1)	4, 5

EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans* and *travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments* and *business positions* in *business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

APPENDIX - DESIGNATING OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

# of POSITIONS	POSITION TITLE/CONSULTANT	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
1	Fire Chief	County Clerk of the Board
1	Deputy Chief	County Clerk of the Board
1	Business Services Manager	County Clerk of the Board