

Tracy Rural County Fire Protection District

Board of Directors

John Muniz
John Vieira
Pete Reece
Bob Pombo
Jeff Ramsey

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TRACY RURAL COUNTY FIRE PROTECTION DISTRICT REIMBURSEMENT AND COMPENSATION POLICY

SUBJECT: Reimbursement and Compensation Policy

DATE UPDATED: March 13, 2020

SECTION 1: PURPOSE

This document sets forth the policy of the Tracy Rural County Fire Protection District ("District") concerning Directors' compensation and the payment of actual and necessary expenses incurred in the performance of official duties, and is intended to comply with the requirements of California Government Code sections 53232 through 53232.4.

SECTION 2: POLICY

It is the policy of the District to utilize a uniform set of standards in reimbursing District Board members and staff for authorized expenses incurred in the normal conduct of the District business as set forth herein.

SECTION 3: PROCEDURES

The District shall reimburse Board members at the rate of \$100.00 per meeting for all properly held board meetings, special meetings, JPA board meetings, committee meetings, conferences, seminars and/or training when approved by the Board of Directors and/or when in response to subpoenas or legal actions to a maximum of \$600.00 per month.

The Board shall reimburse District Board members for reasonable expenses actually incurred while conducting District business. Such reimbursement shall extend only to the bona fide expenses of District Board members, and shall not include recompense for a spouse's or companion's costs. Each Board member shall present a statement, supported by appropriate documentation, before reimbursement is made.

A Travel Advance Request Form, which can be obtained by the Clerk of the Board, must be submitted for all travel and training requests. Board members must submit a Travel Expense Summary Form and itemized receipts to the Finance Manager for reimbursement.

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District Board members and staff should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expense reports, Travel Authorization Forms and accompanying documentation are public records subject to disclosure under the Public Records Act and other applicable laws.

Approved as to form:

Policy/Procedure approved by:
