



**WILLOW OAK FIRE PROTECTION DISTRICT**  
**Policy Manual**  
**Section 204 – CALIFORNIA FAIR POLITICAL PRACTICES**  
**COMMISSION FILINGS**

Effective Date: December 14, 2023 Revised:

**204.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements, for designated members to report all potential economic conflicts of interest to the District.

**204.2 POLICY**

It is the policy of the Willow Oak Fire Protection District to comply with state requirements, and designate certain job classifications as required to file a Statement of Economic Interests (Government Code § 87300).

**204.3 PROCEDURE**

The District requires certain job classifications to file a Statement of Economic Interests (Government Code § 87300). These job classifications have been identified based on the opportunity for personal gain that could result from official actions as a member of this district

**204.4 DISTRICT RESPONSIBILITIES**

The Fire Chief shall designate a person to be the Conflict of Interest Filing Officer for the District, typically the District Secretary, who shall be responsible for administering the filings in accordance with applicable laws.

All Statement of Economic Interests filings shall be screened for compliance by the Conflict of Interest Filing Officer. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record.

**204.4.1 FILING REQUIREMENTS**

Members in designated job classifications must file the following type of statements:

- Assuming office statement within 30 days after assuming office
- Annual statement due by April 1 each year
- Leaving office statement within 30 days after leaving the position

**204.4.2 FILING PROCESS**

The filing process is administered by the Conflict of Interest Filing Officer and includes the following procedures:

- A Statement of Economic Interests form and filing instructions shall be distributed annually to designated district members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.
- A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated on the instructions.
- The Conflict of Interest Filing Officer shall screen the Statement of Economic Interests for completeness, potential conflicts of interest and to ensure all designated members have filed a statement, in accordance with FPPC regulations.
- Upon completion of the screening process, the Conflict of Interest Filing Officer shall retain the original for a period of time in accordance with the FFPC and the district's established records retention schedules.
- A list of all district members with potential conflict situations will be compiled and maintained.
- Any change to the FPPC filing process shall be submitted to the governing body (Yolo County) for review and approval.

#### 204.4.3 REPORTING REQUIREMENTS

All members are required to report potential conflicts of interest even if they are not in a designated classification. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the Conflict of Interest Filing Officer.

#### 204.4.4 DESIGNATED CLASSIFICATIONS

The Willow Oak Fire Protection District has designated the following classifications as required to complete a Statement of Economic Interests document in accordance with FPPC regulations:

- Commissioner
- Chief Officer