

March 22, 2012

Jerry Czuleger  
105 E. Anapamu, STE. 201  
Santa Barbara, CA 93101

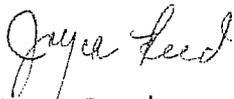
Re: Revision to Conflict of Interest Code

Dear Jerry:

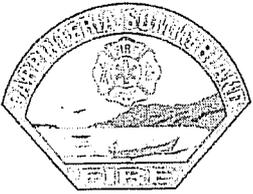
I am requesting that the Carpinteria-Summerland Fire Protection District's Conflict of Interest Code revision be considered and approved at the next Board of Supervisors public hearing. As of November 1, 2011, the revision is as follows: position title change from Division Chief to Battalion Chief. The disclosure categories will remain the same; 6 for the Battalion Chiefs.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Joyce Reed".

Joyce Reed  
Administrative Assistant  
(805) 566-2455



# CARPINTERIA ~ SUMMERLAND FIRE PROTECTION DISTRICT

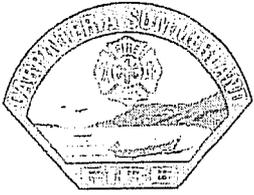
## DESIGNATED POSITIONS GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Administrative Assistant	6
<del>Division Chief</del>	<del>6</del>
<del>Battalion Chief</del>	<del>6</del>
Fire Chief	1, 2
General Counsel	1, 2
Fire Prevention Officer	7
Fire Marshal	7
Members of the Board of Directors	1, 2
Consultant *	

\*Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Fire Chief (Manager) may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Fire Chief's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

*"Pride in Service"*



# CARPINTERIA ~ SUMMERLAND FIRE PROTECTION DISTRICT

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## DESIGNATED POSITIONS GOVERNED BY THE CONFLICT OF INTEREST CODE

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## EXHIBIT "B"

### DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in business entities, and sources of income located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

Category 7: All investments and business positions in, and sources of income from, business entities subject to the regulatory, permit, or licensing authority of the Designated Employee's Department, will be subject to such authority within the next year, or have been subject to such authority within the past two (2) years.

**CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT**

*MINUTES*

**SPECIAL BOARD MEETING OF JUNE 30, 2011**

**CALL TO ORDER**

The meeting was called to order at 6:30 P.M. by President Bob Duncan at Carpinteria-Summerland Fire Protection District Headquarters, 1140 Eugenia Pl, Carpinteria, California

**ROLL CALL**

Directors Present:	Bob Duncan, President	2014
	Craig Price, Vice President	2014
	Lisa Guravitz, Secretary	2012
	Ben Miller, Director	2014

Absent: Diane Brighton, Director

Administrator: Fire Chief Michael Mingee

**PLEDGE OF ALLEGIANCE**

Led by Firefighter/Paramedic Jim Emerson

**PUBLIC COMMENTS**

There were no public comments at this meeting.

**CLOSED SESSION IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54957.6, CONFERENCE WITH LABOR NEGOTIATORS. AGENCY DESIGNATED REPRESENTATIVES: DIRECTOR MILLER, SECRETARY GURAVITZ AND CHIEF MINGEE. EMPLOYEE ORGANIZATION: IAFF LOCAL 2046, CARPINTERIA-SUMMERLAND FIREFIGHTERS**

The Board retired into closed session to meet with the Agency designated negotiators. The Board reported out of closed session at 7:20 P.M. No action taken.

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE**

**PUBLIC COMMENTS**

**CLOSED SESSION**

**DISCUSSION AND MOTION TO APPROVE FISCAL YEAR 2011-12 PRELIMINARY BUDGET**

Chief Mingee provided a staff report regarding the preliminary budget for fiscal year 2011-12. Vice President Price asked the Chief for his recommendations to balance the budget. Chief Mingee provided the following recommendations; reduce staffing by two employees, reduce daily staffing from eight to six, and to look at non mandated overtime costs (OES agreement and single resource assignments). The Chief mentioned that the actual contingency balance year end is \$157,471.00. Chief Mingee added that the Dodero settlement did not take place year end, and will have to come out of the budget next year. The motion was made by Vice President Price, seconded by Director Miller and unanimously passed to implement the cost saving measures as recommended by the Fire Chief, and approve the preliminary budget as presented.

**DISCUSSION ITEM: PLAN TO FILL UPCOMING VACANCY OF DIVISION CHIEF**

Chief Mingee provided a staff report regarding the reorganization from 40 hour Division Chiefs to 56 hour Battalion Chiefs. The Chief identified a timeline to hire the Battalion Chiefs, stating that the budget presented is based on this new model.

The Board adjourned at 7:58 P.M.

**DISCUSSION AND MOTION TO APPROVE FISCAL YEAR 2011-12 PRELIMINARY BUDGET**

**DISCUSSION ITEM: PLAN TO FILL UPCOMING VACANCY OF DIVISION CHIEF**

**ATTEST:**

*Bob Duncan*

Bob Duncan, President

*Craig Price*

Craig Price, Vice President

*Lisa Guravitz*

Lisa Guravitz, Secretary

*Diane E Brighton*

Diane Brighton, Director

*Ben Miller*

Ben Miller, Director

Minutes Prepared By: Administrative Assistant, Joyce Reed

**CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT**

**MINUTES**

**REGULAR BOARD MEETING OF SEPTEMBER 20, 2011**

**CALL TO ORDER**

The meeting was called to order at 6:30 P.M. by President Bob Duncan at Carpinteria City Hall, Council Chambers, 5775 Carpinteria Avenue, Carpinteria, California

**ROLL CALL**

Directors Present:	Bob Duncan, President	2014
	Craig Price, Vice President	2014
	Ben Miller, Director	2014
	Diane Brighton, Director	2012

Absent: Lisa Guravitz  
Administrator: Fire Chief Michael Mingee

**PLEDGE OF ALLEGIANCE**

**Led by Director Diane Brighton**

**INTRODUCTIONS, PROCLAMATIONS, PRESENTATIONS AND RECOGNITIONS**

Chief Mingee provided a slide presentation regarding recent events at the Fire District. President Duncan presented the resolution recognizing Greg Norton for outstanding citizenship. Greg Norton was acknowledged at the recent 9/11 Memorial Program.

President Duncan presented the resolution recognizing John Romero as an Honorary Firefighter in appreciation for his time spent in service to his Nation and the Los Padres National Forest. Mr. Romero accepted his award at the recent 9/11 Memorial Program.

President Duncan presented the resolution recognizing William Waltrip as an Honorary Firefighter in appreciation for his time spent in service to his Nation and the Los Padres National Forest. Mr. Waltrip was unable to attend this meeting.

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE**

**RESOLUTION 2011-09  
EAGLE SCOUT GREG  
NORTON, OUTSTANDING  
CITIZENSHIP**

**RESOLUTION 2011-10  
JOHN ROMERO,  
HONORARY  
CARPINTERIA-  
SUMMERLAND  
FIREFIGHTER**

**RESOLUTION 2011-11  
WILLIAM WALTRIP,  
HONORARY  
CARPINTERIA-  
SUMMERLAND  
FIREFIGHTER**

**PUBLIC COMMENTS**

Captain Tony Masiel, president of the Local 2046, provided a statement on behalf of the labor group regarding the upcoming Organizational Analysis.

**CORRESPONDENCE**

The Chief reviewed correspondence from LAFCO regarding proposed amendments to Government Code Section 56133.

**APPROVAL OF MINUTES**

The motion to approve the minutes of the regular Board Meeting of August 16, 2011 was made by Director Brighton, seconded by Director Miller and passed unanimously. Director Miller indicated that the minutes should be amended to include that Secretary Guravitz seconded his suggestion to place the Organizational Analysis on the upcoming agenda.

**FINANCIAL MATTERS**

The motion was made by Director Miller, seconded by Director Brighton and passed unanimously to approve the Financial Reports for the month ending August 31, 2011. Chief Mingee highlighted changes in reporting within the balance sheet for fund 3630.

**PUBLIC HEARING: PUBLIC HEARING REGARDING THE ADOPTION OF THE 2011-12 BUDGETS FOR THE FIRE PROTECTION DISTRICT GENERAL FUND(3630), CAPITAL REPLACEMENT FUND(3634) AND CAPITAL IMPROVEMENT/DEVELOPMENT IMPACT FUND(3633).**

Chief Mingee provided a staff report regarding the 2011-12 budget. He also provided a thorough power point presentation of funds 3630, 3633 and 3634. President Duncan closed the public hearing.

**MOTION TO ADOPT THE 2011-12 FIRE DISTRICT BUDGETS AS PRESENTED FOR FUND 3630, 3633 AND 3634**

The motion was made by Director Brighton, seconded by Director Miller and passed unanimously to adopt the 2011-12 Fire District budget.

**MOTION TO APPROVE AND CERTIFY THE MITIGATED NEGATIVE DECLARATION FOR THE CARPINTERIA-SUMMERLAND COMMUNITY DEFENSE ZONE PHASE II AND ADOPT THE MITIGATION MONITORING AND REPORTING PLAN.**

The motion was made by Vice President Price, seconded by

**PUBLIC COMMENTS**

**CORRESPONDENCE**

**APPROVAL OF MINUTES: REGULAR MEETING OF AUGUST 16, 2011**

**FINANCIAL MATTERS**

**PUBLIC HEARING: 2011-12 BUDGETS**

**MOTION TO ADOPT: 2011-12 BUDGET**

**MOTION TO APPROVE AND CERTIFY THE MITIGATED NEGATIVE DECLARATION**

Director Brighton and passed unanimously to approve the motion as read.

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT ADOPTING A MITIGATED NEGATIVE DECLARATION PURSUANT TO CEQA AND APPROVING THE CARPINTERIA-SUMMERLAND COMMUNITY DEFENSE ZONE-PHASE II PROJECT.**

The motion was made by Vice President Price, seconded by Director Miller, to adopt resolution 2011-13 as read. The Roll Call vote was as follows:

Bob Duncan: Aye  
Craig Price: Aye  
Diane Brighton: Aye  
Ben Miller: Aye

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT ESTABLISHING RETIREMENT PLAN 4B AND PLAN 5B FOR DISTRICT SAFETY MEMBERS AND GENERAL MEMBERS HIRED ON OR AFTER SEPTEMBER 1, 2011.**

The motion was made by Director Brighton, seconded by Director Miller, to approve resolution 2011-12 as read. The Roll Call Vote was as follows:

Bob Duncan: Aye  
Craig Price: Aye  
Diane Brighton: Aye  
Ben Miller: Aye

**ADMINISTRATIVE REPORT**

Chief Mingee stated that he was asked to speak at the Noon Rotary meeting regarding the Aware and Prepare program. The Chief indicated that the District was awarded a Green Business certification. Chief Mingee mentioned that a large percentage of time this month was spent on developing a new Memorandum of Understanding between the Fire District and the Carpinteria-Summerland Firefighters Association. The Chief provided an update regarding the Battalion Chiefs recruitment process. Chief Mingee stated that the District has received the Federal funds from the Healthy Forest Act. The Chief indicated that the District was contacted by the Santa Barbara County Certified Unified Permitting Agency (CUPA) and informed that the District's practice of inspecting regulated facilities for business plans and hazardous material inventory is a responsibility of the County. He added that

**RESOLUTION 2011-13  
ADOPTING A  
MITIGATED NEGATIVE  
DECLARATION AND  
APPROVING DEFENSE  
ZONE PHASE-II PROJECT**

**RESOLUTION 2011-12  
ESTABLISHING  
RETIREMENT PLAN 4B  
AND PLAN 5B**

**ADMINISTRATIVE  
REPORT**

the District will need to apply to the CUPA for a Participating Agency (PA) designation. Chief Mingee stated that new window covers have been ordered for Station 2, as Cal-Trans have removed vegetation that created a noise and light reduction behind the Station.

Director Brighton expressed her thanks to everyone that participated in the 9/11 Memorial Program, especially the bugler.

President Duncan thanked Director Brighton for providing the muffins. He also expressed his thanks to all who participated.

There were no new agenda items to be added.

**CLOSED SESSION IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54957, CONFERENCE WITH LABOR NEGOTIATORS. AGENCY DESIGNATED REPRESENTATIVES: DIRECTOR MILLER, SECRETARY GURAVITZ AND CHIEF MINGEE. EMPLOYEE ORGANIZATION: IAFF LOCAL 2046, CARPINTERIA-SUMMERLAND FIREFIGHTERS**

The Board retired into closed session to meet with the Agency designated negotiators. The Board reported out of closed session at 8:30 P.M. No action taken.

**CLOSED SESSION IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION: FIRE CHIEF**

The Board retired into closed session to discuss the performance evaluation for the Fire Chief. The Board reported out of closed session at 8:30 P.M. No action taken.

**CLOSED SESSION IN ACCORDANCE WITH GOVERNMENT CODE 54957, CONFERENCE WITH LABOR NEGOTIATOR(S). AGENCY DESIGNATED REPRESENTATIVE: PRESIDENT DUNCAN. UNREPRESENTED POSITION: FIRE CHIEF**

The Board retired into closed session to meet with the Agency designated negotiator. The Board reported out of closed session at 8:30 P.M. No action taken.

**MOTION TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 2046 AND THE CARPINTERIA-SUMMERLAND FIRE PROTECTION**

**BOARD COMMUNICATIONS**

**UPCOMING AGENDA ITEMS**

**CLOSED SESSION**

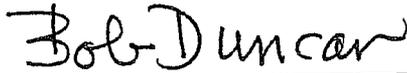
**MOTION TO APPROVE: MOU**

**DISTRICT, SEPTEMBER 1, 2011 THROUGH DECEMBER 31, 2012.**

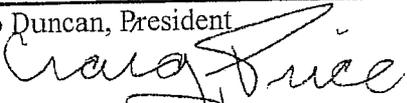
The motion was made by Director Brighton, seconded by Director Miller and passed unanimously to approve the Memorandum of Understanding between the Local 2046 and the Carpinteria-Summerland Fire Protection District, September 1, 2011 through December 31, 2012.

The Board adjourned at 8:35 P.M.

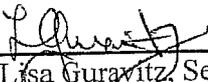
**ATTEST:**



Bob Duncan, President



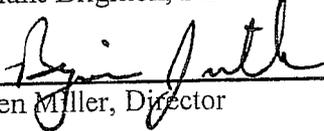
Craig Price, Vice President



Lisa Guravitz, Secretary



Diane Brighton, Director



Ben Miller, Director

Minutes Prepared By: Executive Assistant, Joyce Reed