

FIRE RISK MANAGEMENT SERVICES

CONFLICT-OF-INTEREST CODE

The Political Reform Act, (Government Code sections 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **Fire Risk Management Services**.

Officials and employees holding positions listed in this code must file their statements of economic interests electronically with the **Fair Political Practices Commission**. All statements must be made available for public inspection and reproduction under Government Code Section 81008.

DESIGNATED POSITION

APPENDIX A

| <u>Designated Position</u> | <u>Disclosure Category</u> |
|-------------------------------------------|----------------------------|
| General Counsel | 1 |
| Executive Director/Administrator | 1 |
| Assistant Program Executive/Administrator | 1 |
| Claims Manager | 1 |
| Finance Manager | 1 |
| Insurance Broker | 1 |
| Consultants/New Positions | * |

Note: The positions of General Counsel, Executive Director/Administrator, Assistant Program Executive/Administrator, Claims Manager, Finance Manager, and Insurance Broker are filled by outside Consultants, but act in a staff capacity for FRMS.

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The President or Executive Director/Administrator, except in regards to the Executive Director/Administrator consultant position, may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director/Administrator’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 (Gov. Code Sec. 81008).

Public Officials Who Manage Public Investments

The following positions are not covered by the code because they must file under Government Code section 87200 and, therefore, are listed for informational purposes only:

Members of the Board of Directors, including the President, Vice President,
Secretary, and Treasurer

Alternate Members of the Board of Directors

Treasurer (if not a Board Member or Alternate)

Consultants who manage public investments

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by section 87200.

DISCLOSURE CATEGORIES

APPENDIX B

Disclosure Category 1

Individuals holding designated positions must report the following:

Investments and business positions in business entities, and income, including receipt of gifts, loans, and travel payments, from sources,

- 1) of the type to contract with the agency to supply materials, commodities, supplies, books, machinery, vehicles, leased facilities, or equipment utilized by the agency;
- 2) that are contractors, or subcontractors, engaged in the performance of work or services of the type utilized by the agency, including but not limited to insurance companies, carriers, holding companies, underwriters, insurance agents, or accounting firms;
- 3) that have filed claims, or have claims pending against the agency;
- 4) that are banks or savings and loans.

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CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for the
was approved on

This code will become effective on

Sukhi K. Brar

Assistant Chief Counsel

Fair Political Practices Commission