

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

4090.1 Members of the Board of Commissioners are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Commissioners attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Commissioner Development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging, and meals as a result of training; educational courses; participation with professional organizations; and attendance at local, state and national conferences associated with the interests of the District.

4090.2.1 The Fire Chief will make all necessary arrangements for Commissioners conference registration, expenses and per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Commissioners, or which are billed to the District by Commissioners, shall be submitted to the Fire Chief, together with validated receipts in accordance with State law.

4090.2.2 Attendance by Commissioners of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Commissioners and the proper budget codes applied prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Commissioners' training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Fire Chief and funds contained in the budget. Refer to Policy #4025 Expenditure Reimbursements.

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor, and asking for the lowest rate, in order to obtain discounted rates.

4090.2.3.2 Commissioners traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Commissioner shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Commissioner will not retain his/her seat on the Board. A Commissioner shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Commissioners will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) should be delivered to the District office to be included in the District library for the future use of other Commissioners and staff.

Original Approval Date: 12/10/2013
Board Revised Date: 09/24/2019

Board Reviewed Date: 07/26/2022

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Board Approval Date


Clerk of the Board