



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING AGENDA

Wednesday, February 18, 2026 10:00AM

Please note that this meeting will be held at ALRFPD Station 810, 33900 West Street, Albion, CA and via videoconference on the Zoom platform. Information on attending this meeting can be found on our website: <https://www.alrfpd.com> under the NOTICES tab.

1. **Call to Order and determination of a quorum.**
2. **Roll Call.**
3. **Motion by Secretary Steve Acker to adopt the agenda:**
4. **Public communication to the board:**

ZOOM Invitation:

Albion-Little River Fire Protection District is inviting you to a scheduled Zoom meeting.

Topic: Albion Little River FPD Board of Directors Meeting
 Time: Feb 18, 2026 10:00 AM Pacific Time (US and Canada)
 Join Zoom Meeting
<https://us06web.zoom.us/j/85695581198>

Meeting ID: 856 9558 1198

One tap mobile
 +16694449171,,85695581198# US
 +16699006833,,85695581198# US (San Jose)

Join instructions
<https://us06web.zoom.us/join/85695581198/invitations?signature=k2VZAxCi4sr00TpaokcFIOkruxKlQrOifJmXf9rAc54>

This meeting is being presented in a hybrid format, both in person at ALRFPD Station 810 and via ZOOM. To speak during public comment portions of the agenda via ZOOM, please join the meeting and use the raise hand feature when the Board President or the Board Vice President calls for public comment on the item you wish to address.

Public Comments on Non-Agenda Items

Members of the public may address the board pursuant to the Brown Act. No person shall speak without being recognized by the Board President or the Board Vice President. Public comments are restricted to three (3) minutes per speaker.

Any citizen, after being recognized by the Board President or Board Vice President may speak on any topic that may be a proper subject for discussion before the Board for such period of time as the Board President or Board Vice President may determine is appropriate under the circumstances of the particular meeting, including the number of persons wishing to speak or the complexity of a particular topic. Time limitations shall be set without regard to a speaker's point of view or the content of the speech, as long as the speaker's comments are not disruptive of the meeting.

BROWN ACT REQUIREMENTS: The Brown Act does not allow action or discussion on items not on the agenda (subject to narrow exceptions). This will limit the Board's response to questions and requests made during this comment period.

*WRITTEN PUBLIC COMMENTS: Written public comments received after agenda publication are forwarded to all Board members as soon as possible after receipt. **Members of the public may address the board by emailing the board at board@albionfire.com on any matter within the jurisdiction of the board.***

5. **Chief's report:**
6. **Consent calendar:** The following consent items are expected to be routine and non-controversial, and will be acted on by the board in a single action without discussion unless a request is made by a board member or a member of the public to move an item for discussion or separate action
 - a. **Approval of the January 20 Special meeting minutes.** (see packet)
 - b. **Approval of the January 21 Regular meeting minutes** (see packet)
 - c. **Acceptance of submitted current financial report.** (see packet)
7. **Committee Reports:**
 - a. **Building Committee:**
 - b. **Treasurers report:** Welty
 - c. **Finance Committee:** State FTR report completed and submitted.
 - d. **MCAFD report:** Linstedt
 - e. **Fire Tax Ad Hoc Committee**
 - f. **Fire Auxiliary:** Possibly shift ALRFPD meeting date so Auxiliary member can attend. Auxiliary balance sheet (see packet)
 - g. **Fire Safe Council:** Lapidus
8. **Items for discussion and possible action by the board**
 - a. **FDAC Membership & BAER SAFER GRANT UPDATE:** Confirm who has signed up for FDAC Leadership Training (March 20, 21)
 - b. **ALRFPD Updated Policies Drafts** (see packet addendum)
 - c. **RMAP GSRMA 3/2 Best Practices Documentation due**
 - d. **Dropbox access and cost** (see packet)
 - e. **Elias Hendersen contract (grant writer)** (see packet)
 - f. **Elections-candidate filing**
 - g. **Donation solicitation by board members** (see packet)
 - h. **SB 827 new required training**
 - i. **SB 272 web site catalog update** (see packet)
9. **Directors Discussion:**
10. **ADJOURNMENT:**



Albion Little River Fire Protection District

BOARD OF DIRECTORS SPECIAL MEETING Minutes draft

Tuesday January 20, 2026 10:30AM

Please note that this meeting was held at ALRFPD Station 810, 33900 West Street, Albion, CA

1. **Call to Order and determination of a quorum.** The meeting was called to order at 10:05 AM by President Linstedt. Directors Acker, Linstedt, Welty and Campbell were present at Station 810. Also present Chief Rees and Stacey Burnett at Station 810.
 2. **Roll Call.** Acker present, Linstedt present, Welty present, Campbell present
 3. **Motion by Secretary Steve Acker to adopt the agenda:** Approved by a vote of 4 ayes with addition of Albion Store Encroachment Application Letter.
 4. **Public communication to the board:** None
 5. **Application for Albion Store tank replacement** (See 20260121 Meeting packet). Approved by a vote of 4 ayes
 6. **Closed Session:** Gov. Code 54957(b) (1) personnel.
 - a. **Report:** closed session: Chief's performance evaluation completed.
 - b. **Motion:** Increase Monthly Stipend to Chief Rees to \$2000 to cover increased health care insurance cost. Approved by a vote of 4 ayes
 - c. Employment Agreement for Fire Chief to be updated.
-
2. **ANNUAL EVALUATION SESSION:** Evaluate board and fire department performance of the past year.
 - a. **Board discussion**
 1. If board members can legally ask for donations to the district.
 2. RMAP requirements for insurance discount, Brown Act & ethics, sexual harassment, board member training.
 3. Clarification of Standing Committee and ad hoc committee.



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING MINUTES draft

Wednesday, January 21, 2026 10:00AM

Please note that this meeting was held at ALRFPD Station 810, 33900 West Street, Albion, CA and via videoconference on the Zoom platform

1. **Call to Order and determination of a quorum.** The meeting was called to order at 10:03 AM by President Linstedt. Directors Acker, Linstedt, Welty and Campbell were present at Station 810. Also present Chief Rees and Stacey Burnett at Station 810. Sydell was also present at Station 810.
2. **Roll Call.** Acker present, Linstedt present, Welty present, Campbell present
3. **Motion by Secretary Steve Acker to adopt the agenda:** Approved by a vote of 4 ayes
4. **Public communication to the board:** None
5. **Chief's report:** (see page 2)
6. **Consent calendar:** Approved by a vote of 4 ayes
 - a. **Approval of the December 17 Regular meeting minutes.** (see packet)
 - b. **Acceptance of submitted current financial report.** (see packet)
7. **Committee Reports:**
 - a. **Building Committee:** Albion Grocery encroachment permit. (see packet) Letter signed at 1/20/26 special meeting.
 - b. **Treasurers report:** Welty Leif account interest planned to be used for inflation and employee benefits compensation.
 - c. **Finance Committee:** Meeting scheduled for 1/26 at 10:00 am
 - d. **MCAFD report: Linstedt:** FDAC training for special districts in Ukiah on March 20 and 21st.
 - e. **Fire Tax Ad Hoc Committee:** to be scheduled
 - f. **Fire Safe Council:** Lapidus: The following information was presented:
 - 1-Request for specific information needed for the installation of the water tanks at the fire station on Albion Ridge Road, so that we can apply for a mini-grant (\$12,500) to enable the work to go forward.
 - 2- Pursuit of a federal grant for 10 30/gal water tanks has been abandoned, as the federal government withdrew the grant.
 - 3- Two PG&E grants are being pursued to clear fire fuel along Albion Little River Road and possibly Navarro Ridge road
 - 4-Concern about the explosion of lithium batteries re electric vehicles, in case of fire
8. **Items for discussion and possible action by the board**
 - a. **Auxiliary** (see packet) Fundraising need was discussed for building and apparatus.
 - b. **Measure D,P,prop172 allocations** (see packet)
9. **Directors Discussion:** Zoom for meetings was discussed. It was noted that if Zoom link fails the meeting should end.
10. **ADJOURNMENT:** Meeting adjourned at 11:35 am. The next regular meeting has been scheduled for Wednesday, February 18, 2026 10:00 am at Station 810 and Zoom.

Chief's Report

Incidents

12/01/2025-01/21/2026

Fires-2 Structure Fire-2 Medical-12

Traffic Collision-2 Hazmat/FMS-3 Public Assist-6 Total Incidents-27

2025 Totals Vegetation Fires-4 Structure Fires-3 Vehicle Fires-2 Other Fires-13 Medical-122 Traffic Collision-38

Hazmat/FMS-37 Public Assist-37

Year to date incident total-256

Schedule

01/01/2026-No Training

01/08/2026-Operations Meeting Station 810, 18:00 01/15/2026-Fire SCBA Basics

01/18/2026-Memorial Service for Chuck Greenberg, MCJC, Caspar 01/21/2026-Regular District Board Meeting

Station 810, 10:00 01/22/2026-Fire Tools & Equipment

01/29/2026-Medical Oxygen w/ PEMT Nat Norling

Personnel

Officer Assignments

Captain 8110- Leslie Hrbacek Captain 8111- Nicholas Schwartz

Captain 8112(Acting)-Wyatt Lawrason(pending EMT and Driver Operator certification)

Policies and Procedures

-In the process of reviewing and updating for compliance.

-Policy draft packet will be ready for Board member review next week.

LAFCo RFI

-In progress

-Due Friday 01/23

-Email questions need to be answered asap.

-I will be putting together the final package for submission tomorrow.

Grants

-Application for OTS, Office of Traffic Safety in progress for two battery power

Combination Extrication Tools

-Waiting for AFG to open for SCBAs

-Application for NCRP in progress for completing water tank installation and plumbing of Station 811.

NFIRS Transition to NERIS(Incident reporting system)

-Transition is nearing completion thanks to the efforts of Admin Volunteer Paul Folger

006

Albion Little River Fire Protection District

Balance Sheet

As of January 31, 2026

6:27 PM

02/13/26

Accrual Basis

	Jan 31, 26
ASSETS	
Current Assets	
Checking/Savings	
1000 · General Cash	
1050 · Local Agency Investment Fund	
Transferred from Fee Service	22,000.00
Transferred from Donations	171,000.00
Transferred from Public Tax	100,000.00
1050 · Local Agency Investment Fund - Other	14,451.51
Total 1050 · Local Agency Investment Fund	307,451.51
1001 · Public Tax Account	69,080.75
1002 · Fee Service Fund	10,299.16
1003 · District Checking	58,377.56
1004 · County Held Funds	16.86
1005 · Building Fund - Checking	19,773.15
1006 · Fire Department - Donations	139,031.00
Total 1000 · General Cash	604,029.99
Total Checking/Savings	604,029.99
Total Current Assets	604,029.99
Fixed Assets	
1600 · Accumulated Depreciation	-611,890.00
1500 · Building & Improvements	578,481.86
1400 · Construction-in-Progress	
1404 · 810 New Building Project	109,881.58
Total 1400 · Construction-in-Progress	109,881.58
1550 · Firefighting Equipment	
1553 · Vehicle Purchase	5,000.00
1550 · Firefighting Equipment - Other	503,254.00
Total 1550 · Firefighting Equipment	508,254.00
1450 · Land	377,970.68
Total Fixed Assets	962,698.12
TOTAL ASSETS	1,566,728.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	5,105.33
Total Accounts Payable	5,105.33
Other Current Liabilities	
2100 · Payroll Liabilities	6,324.09
Total Other Current Liabilities	6,324.09
Total Current Liabilities	11,429.42
Total Liabilities	11,429.42
Equity	
3201 · Investment in Capital Assets	1,099,667.00
3200 · Undesignated Fund Balance	517,572.94
Net Income	-61,941.25
Total Equity	1,555,298.69

007

Albion Little River Fire Protection District

Balance Sheet

As of January 31, 2026

6:27 PM

02/13/26

Accrual Basis

	Jan 31, 26
TOTAL LIABILITIES & EQUITY	<u>1,566,728.11</u>

Albion Little River Fire Protection District Revenue & Expense Budget vs. Actual

6:26 PM

02/13/26

Accrual Basis

July 2025 through January 2026

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
Income				
4100 - Property Taxes				
4101 - CURRENT SECURED TAX	0.00	102,425.00	-102,425.00	0.0%
4102 - CURRENT UNSECURED TAX	0.00	3,198.00	-3,198.00	0.0%
4103 - SB813 SUPPLEMENTAL TAX	0.00	919.00	-919.00	0.0%
4105 - PRIOR UNSECURED TAX	0.00	141.00	-141.00	0.0%
Total 4100 - Property Taxes	0.00	106,683.00	-106,683.00	0.0%
4200 - Other Taxes				
4202 - SPECIAL TAX	0.00	165,217.68	-165,217.68	0.0%
4203 - TOT - Measures D & E	0.00	21,517.00	-21,517.00	0.0%
4204 - Measure P	0.00	111,320.00	-111,320.00	0.0%
4205 - TIMBER TAX	0.00	350.00	-350.00	0.0%
Total 4200 - Other Taxes	0.00	298,404.68	-298,404.68	0.0%
4400 - Intergovernmental - Grants				
4405 - Other	0.00	0.00	0.00	0.0%
Total 4400 - Intergovernmental - Grants	0.00	0.00	0.00	0.0%
4500 - Intergovernmental - State				
4501 - HOMEOWNER PROPERTY TAX	0.00	600.00	-600.00	0.0%
4502 - Highway Property Rental	0.00	3.34	-3.34	0.0%
4503 - PROP 172	0.00	13,500.00	-13,500.00	0.0%
4505 - Fire Recovery USA, LLC	9,205.15	2,340.00	6,865.15	393.4%
4506 - Cal Fire ABH	70,883.03	160,000.00	-89,116.97	44.3%
4500 - Intergovernmental - State - Other	0.00	642.33	-642.33	0.0%
Total 4500 - Intergovernmental - State	80,088.18	177,085.67	-96,997.49	45.2%
4600 - USE OF MONEY & PROPERTY				
4601 - INTEREST INCOME	9,960.45	0.00	9,960.45	100.0%
Total 4600 - USE OF MONEY & PROPERTY	9,960.45	0.00	9,960.45	100.0%
4700 - OTHER REVENUE				
4705 - Inspection Fees	0.00	0.00	0.00	0.0%
4704 - Reserves	0.00	42,253.00	-42,253.00	0.0%
4703 - Reimbursement	0.00	0.00	0.00	0.0%
4702 - Fire Recovery USA Fees	0.00	0.00	0.00	0.0%
4701 - INSURANCE PAYMENT	0.00	0.00	0.00	0.0%
4700 - OTHER REVENUE - Other	0.00	0.00	0.00	0.0%
Total 4700 - OTHER REVENUE	0.00	42,253.00	-42,253.00	0.0%
4800 - Donations				
4801 - 810 Building Capital Campaign	0.00	0.00	0.00	0.0%
4803 - Donor Advised Charitable Funds	2,000.00	0.00	2,000.00	100.0%
4805 - Business	1,695.40	0.00	1,695.40	100.0%
4806 - Individual	134,075.99	0.00	134,075.99	100.0%
4800 - Donations - Other	0.00	40,000.00	-40,000.00	0.0%
Total 4800 - Donations	137,771.39	40,000.00	97,771.39	344.4%
Total Income	227,820.02	664,426.35	-436,606.33	34.3%
Gross Profit	227,820.02	664,426.35	-436,606.33	34.3%
Expense				
5000 - Salaries and Benefits				
5004 - CalFire ABH/OES	0.00	160,000.00	-160,000.00	0.0%
5011 - Hiring Expenses	0.00	0.00	0.00	0.0%
5001 - Full-Time Salaries	68,545.30	126,000.00	-57,454.70	54.4%
5002 - Part-Time Salaries	12,420.39	42,000.00	-29,579.61	29.6%
5003 - On-Call Stipends	21,321.24	22,000.00	-678.76	96.9%
5005 - Payroll Taxes	9,268.36	0.00	9,268.36	100.0%
5010 - Payroll Fees	125.00	0.00	125.00	100.0%
5101 - MISC EMPLOYEE BENEFITS	567.43	9,300.00	-8,732.57	6.1%
5102 - WORKERS COMPENSATION	0.00	14,786.20	-14,786.20	0.0%
5103 - CLOTHING & PERSONAL ITE	771.92	12,000.00	-11,228.08	6.4%
5104 - MED AND DENTAL	7,000.00	9,000.00	-2,000.00	77.8%
5105 - EDUCATION & TRAINING	7,914.38	9,000.00	-1,085.62	87.9%
Total 5000 - Salaries and Benefits	127,934.02	404,086.20	-276,152.18	31.7%
6000 - Materials Services and Supplies				
6050 - Communications				
6058 - Radios-Mobile/Portable	0.00	19,393.89	-19,393.89	0.0%
6057 - Tablets	0.00	15,044.00	-15,044.00	0.0%
6056 - Pagers	0.00	0.00	0.00	0.0%
6055 - Radios and Maintenance/Repair	11,534.70	500.00	11,034.70	2,306.9%
6052 - TELEPHONE	4,073.87	2,000.00	2,073.87	203.7%
6054 - WEBHOSTING	224.15	0.00	224.15	100.0%
6051 - INTERNET SERVICE	1,587.13	6,500.00	-4,912.87	24.4%
6050 - Communications - Other	678.65	0.00	678.65	100.0%
Total 6050 - Communications	18,098.50	43,437.89	-25,339.39	41.7%
6000 - Materials Services and Supplies - Other	2,975.94	0.00	2,975.94	100.0%
Total 6000 - Materials Services and Supplies	21,074.44	43,437.89	-22,363.45	48.5%
6100 - FOOD	4,474.52	6,000.00	-1,525.48	74.6%
6150 - INSURANCE GENERAL	0.00	36,300.00	-36,300.00	0.0%
6200 - Maintenance				
6201 - MAINTENANCE EQUIPMENT	3,470.96	2,000.00	1,470.96	173.5%
6202 - Vehicle Maintenance	563.07	7,500.00	-6,936.93	7.5%
6203 - MAINTENANCE STRUCTURES	1,674.09	2,000.00	-325.91	83.7%
6250 - MEDICAL, LAB SUPPLIES	1,169.21	5,250.00	-4,080.79	22.3%
6200 - Maintenance - Other	1,882.92	7,400.00	-5,517.08	25.4%
Total 6200 - Maintenance	8,760.25	24,150.00	-15,389.75	36.3%
6300 - MEMBERSHIPS	2,112.00	3,371.00	-1,259.00	62.7%
6350 - DISTRICT OFFICE SUPPLIE	9,851.96	12,000.00	-2,148.04	82.1%
6400 - PROFESIONAL & SPECIAL SERVICES	0.00	2,200.00	-2,200.00	0.0%
6401 - AUDITING & FISCAL SERVI	6,218.58	3,600.00	2,618.58	172.7%

009

Albion Little River Fire Protection District Revenue & Expense Budget vs. Actual

6:26 PM

02/13/26

Accrual Basis

July 2025 through January 2026

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
6700 · TRANSPORTATION & TRAVEL				
6701 · Fleet Fuel	5,916.05	22,000.00	-16,083.95	26.9%
6700 · TRANSPORTATION & TRAVEL - Other	153.25	0.00	153.25	100.0%
Total 6700 · TRANSPORTATION & TRAVEL	6,069.30	22,000.00	-15,930.70	27.6%
6600 · SMALL TOOLS & SUPPLIES	1,125.42	1,600.00	-474.58	70.3%
6650 · ELECTION SUPERVISION & SERVICES	0.00	3,500.00	-3,500.00	0.0%
6750 · UTILITIES				
6751 · Redwood Waste Solutions	1,542.60	2,010.00	-467.40	76.7%
6752 · Albion Water District	555.00	750.00	-195.00	74.0%
6753 · PG&E	3,504.86	5,200.00	-1,695.14	67.4%
6754 · Propane	391.99	1,000.00	-608.01	39.2%
6755 · Thompson Septic Service	2,188.22	3,200.00	-1,011.78	68.4%
Total 6750 · UTILITIES	8,182.67	12,160.00	-3,977.33	67.3%
6800 · PAYMENTS TO GOVT AGENCIES	1,878.45	3,309.00	-1,430.55	56.8%
7800 · Other Expenses - Grants	0.00	0.00	0.00	0.0%
7900 · Donation expenditures	225.50	0.00	225.50	100.0%
8000 · Capital Outlay				
8250 · Construction in Progress	40,781.96	0.00	40,781.96	100.0%
8100 · BUILDINGS & IMPROVEMENT	2,446.15	30,000.00	-27,553.85	8.2%
8200 · EQUIPMENT (PURCHASE)				
8201 · Office Equipment	0.00	0.00	0.00	0.0%
8202 · Firefighting Equipment	5,744.78	6,000.00	-255.22	95.7%
8203 · Medical Equipment	2,985.23	5,000.00	-2,014.77	59.7%
8205 · Trucks	38.73	0.00	38.73	100.0%
8207 · Leased Equipment	39,479.90	60,000.00	-20,520.10	65.8%
8200 · EQUIPMENT (PURCHASE) - Other	197.78	0.00	197.78	100.0%
Total 8200 · EQUIPMENT (PURCHASE)	48,446.42	71,000.00	-22,553.58	68.2%
Total 8000 · Capital Outlay	91,674.53	101,000.00	-9,325.47	90.8%
9900 · Suspense	179.63			
9990 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	289,761.27	678,714.09	-388,952.82	42.7%
Net Income	-61,941.25	-14,287.74	-47,653.51	433.5%

010 Balance Sheet

Albion - Little River Fire Auxiliary, Inc.

As of February 6, 2026

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Auxiliary Sav. Bank Savings	22,079.45
Savings Bank Auxiliary Checking	30,371.56
Total for Bank Accounts	\$52,451.01
Other Current Assets	
Undeposited Funds	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$52,451.01
Total for Assets	\$52,451.01
Liabilities and Equity	\$52,451.01

011

Drop Box License

Name	Role	Storage usage	Content permissions	Paid products
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AO

ALRFPD Office

office@albionfire.com

Team admin	25.76 GB
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CP

Corrina Pena

office@levelupofficepro.com

Member	0 bytes
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LW

Lee Welty

lee@albionfire.com

Member	0 bytes
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MR

Michael Rees

michael.rees@albionfire.com

Member	1.19 GB
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NS

Nina Statham

nina@levelupofficepro.com

Member	5.53 GB
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Does the Board want to upgrade to add licenses for Board members?

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (the "Agreement") is dated this 23rd day of January, 2026.

CLIENT	CONSULTANT
<p>Albion-Little River Fire Protection District</p> <p>PO Box 634, Albion, CA 95410</p> <p>(the "Client")</p>	<p>Elias Henderson</p> <p>310 S Harold St, Fort Bragg, CA 95437, USA</p> <p>(the "Consultant")</p>

BACKGROUND

- A. The Client is of the opinion that the Consultant has the necessary qualifications, experience and abilities to provide consulting services to the Client.
- B. The Consultant is agreeable to providing such consulting services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

SERVICES PROVIDED

1. The Client hereby agrees to engage the Consultant to provide the Client with the following consulting services (the "Services"):
 - Services will include grant research, planning, and writing in order to secure funding for a new fire station and apparatus bay, along with meetings and communications related to these efforts. All services are subject to Client approval.
2. The Services will also include any other consulting tasks which the Parties may agree on. Such additional tasks may be requested by the Client and accepted by the Consultant in writing (including email).
3. Consultant will perform the Services in a professional manner consistent with generally accepted standards for grant writing/consulting; however, Consultant does not warrant or guarantee that any grant or other funding will be awarded.
4. Client is responsible for the accuracy and completeness of information and materials it provides; unless

otherwise agreed in writing, Consultant may reasonably rely on Client-provided information without independent verification. Client retains final review and approval authority over submissions.

TERM OF AGREEMENT

5. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated as provided in this Agreement.
6. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide seven days' written notice to the other Party.
7. In the event that either Party breaches a material provision under this Agreement, the non-defaulting Party may terminate this Agreement immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.
8. This Agreement may be terminated at any time by mutual agreement of the Parties.
9. Except as otherwise provided in this Agreement, the obligations of the Consultant will end upon the termination of this Agreement.

PERFORMANCE

10. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY

11. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

COMPENSATION

12. The Consultant will charge the Client for the Services at the rate of \$95.00 per hour (the "Compensation").
13. The Client will be provided with an itemized invoice each month.
14. Invoices submitted by the Consultant to the Client are due within 30 days of receipt.

REIMBURSEMENT OF EXPENSES

15. The Consultant will be reimbursed from time to time for reasonable and necessary expenses incurred by the Consultant in connection with providing the Services.
16. All expenses must be pre-approved by the Client.

CONFIDENTIALITY

17. Confidential information (the "Confidential Information") refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private or proprietary to the Client and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
18. The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.
19. All written and oral information and material disclosed or provided by the Client to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Consultant.

OWNERSHIP OF INTELLECTUAL PROPERTY

20. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.
21. The Consultant may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Consultant will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

RETURN OF PROPERTY

22. Upon the expiration or termination of this Agreement, the Consultant will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

CAPACITY/INDEPENDENT CONTRACTOR

23. In providing the Services under this Agreement it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Consultant during the Term. The Consultant is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Consultant under this Agreement.

RIGHT OF SUBSTITUTION

24. Except as otherwise provided in this Agreement, the Consultant may, at the Consultant's absolute discretion, engage a third party sub-contractor to perform some or all of the obligations of the Consultant under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services. Prior to hiring a sub-contractor, the Consultant shall receive approval in writing from Client.
25. In the event that the Consultant hires a sub-contractor:
- the Consultant will pay the sub-contractor for its services and the Compensation will remain payable by the Client to the Consultant.
 - for the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Consultant.

AUTONOMY

26. Except as otherwise provided in this Agreement, the Consultant will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. The Consultant will work autonomously, and retains control over the manner and means of performing the Services. The Client may direct priorities, requested tasks, deliverables, and desired outcomes. However, the Consultant will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT

27. Except as otherwise provided in this Agreement, the Consultant will provide at the Consultant's own expense, any and all equipment, software, materials and any other supplies necessary to deliver the Services in accordance with the Agreement.

NO EXCLUSIVITY

28. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

NOTICE

29. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing either electronically (via email) or delivered to the Parties at the following addresses:

-
- a. pam@albionfire.com
Albion-Little River Fire Protection District, PO Box 634, Albion, CA 95410
 - b. elias.c.henderson@gmail.com
Elias Henderson, 310 S Harold St, Fort Bragg, CA 95437

or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

INDEMNIFICATION

- 30. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against third-party claims, losses, damages, liabilities, penalties, expenses, and reasonable legal fees to the extent arising out of the indemnifying Party's negligence or willful misconduct in connection with this Agreement. This clause applies only to third-party claims and does not apply to claims between the Parties for breach of this Agreement. In no event shall either Party's total liability under this clause exceed the total Compensation actually paid to the Consultant under this Agreement. This indemnification will survive the termination of this Agreement

MODIFICATION OF AGREEMENT

- 31. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing and agreed by each Party or an authorized representative of each Party (including confirmation by email from an authorized representative).

TIME OF THE ESSENCE

- 32. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

- 33. The Consultant will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

- 34. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this

Agreement except as expressly provided in this Agreement.

ENUREMENT

35. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

TITLES/HEADINGS

36. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GENDER

37. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

GOVERNING LAW

38. This Agreement will be governed by and construed in accordance with the laws of the State of California.

SEVERABILITY

39. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

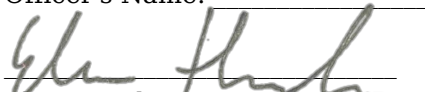
40. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this 23rd day of January, 2026.

Albion-Little River Fire Protection District

Per: _____ (Seal)

Officer's Name: _____


Elias Henderson

018



KATRINA BARTOLOMIE
ASSESSOR
COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS

COMMISSIONER OF
CIVIL MARRIAGES

COUNTY OF MENDOCINO

COUNTY CLERK-RECORDER
501 LOW GAP ROAD, RM. 1020
UKIAH, CALIFORNIA 95482
E-MAIL: mcvotes@mendocinocounty.gov

TONYA MOUNTS
ASSISTANT ASSESSOR
(707) 234-6800

AMANDA WOLTER
ASSISTANT REGISTRAR OF VOTERS
ASSISTANT CLERK RECORDER
(707) 234-6827

County Clerk: (707) 234-6822
Recorder: (707) 234-6823
CLERK-RECORDER FAX: (707) 463-4257

January 16, 2026

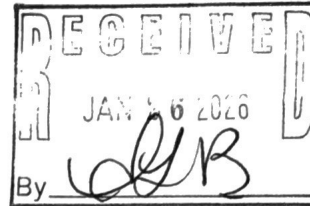
Albion/Little River Fire Protection District

Attn: Steve Acker

Po Box 634

Albion, CA 95410

Dear : Steve



In preparation for the **November 3, 2026 Statewide General Election** , we have put together a list of helpful hints for secretaries and directors of special districts. I hope this list helps to make your job easier by knowing why the information we request is needed. It is in no way prepared to tell you how to do your job. Uniform District Election Law (Election Code 10500 – 10556)

Uniform district election laws dictate that special district elections are held in November of odd numbered years (there are exceptions for districts formed in even numbered years – see *E.C. 10505*).

E.C. 10509 – about 6 months before your election, our office sends out a mailing with important information regarding the upcoming election. The district is required to complete and return the “Notice of Elective Offices to be Filled” form, a current map of the district (*E.C. 10522*), a copy of the district’s regulations on payment of candidate’s statement of qualifications and a list of current officers whose terms expire, whether they were appointed or elected and whether their term to be filled is short (2 years) or long (4 years). **A short term occurs when a person is appointed to fill a vacancy, and a general district election occurs between the time of the appointment and the normal expiration date of the term.**

The above information is very important to the administration of your election. Our office will publish the required legal notice advising the public about the election and the deadlines for candidate filing. Please encourage incumbents and interested voters to file a candidacy form. These positions are elected public offices. The district is limited in the appointment process by the codes that govern your particular district, (re: water codes, etc.). Candidate filing forms are available at this office (*E.C. 10510*). Although this code section allows the elections official to authorize the district secretary to issue forms, our policy is to keep that duty here in this office to ensure the candidate completes the forms correctly and the candidate qualifies for placement on the ballot. Filing deadlines are final and if a mistake is made on the form, we may be unable to accept it. We do, however, allow candidates to file by mail if they cannot get to the office. Then the responsibility of filling out the form completely is on the candidate. We still require all original paperwork to be submitted to this office before the deadline (*E.C. 10513*).

Per *E.C. 10515*, after the candidate-filing deadline, this office will have a candidate list available for all districts at their request. If more candidates file for open positions, there will be an election in the district. If the same or fewer candidates file for open positions, the County Board of Supervisors will appoint in lieu of election, all candidates who file. This office sends a notice to the Board of Supervisors with the number of open positions and a list of candidates eligible to be appointed. These appointments are made for the appropriate terms. If no one files for the open positions, the district has an opportunity to contact their representative on the Board of Supervisors and suggest any interested persons for appointment to the district (all directors of special district boards must be registered voters – any other qualifications depend on the laws or requirements governing the particular district, such as residency requirements). If vacancies remain in the district after the election, there are no provisions in the code for districts to make

their own appointments unless the vacancy is caused by the resignation or otherwise disqualification of a current member.

This office will send bills to the districts that don't go to election. We charge a flat fee of \$300, set by the Board of Supervisors, for work done prior to and during the candidacy filing period. Districts that go to an election will be billed the actual cost of conducting the election (E.C. 10520). An estimate for the cost of an election is very difficult. It depends on the number of districts who are on the ballot, if they will be sharing costs and the type of election with which they are consolidating. For instance, if districts consolidate their election with a Primary election (Presidential and Gubernatorial) it will be much more expensive because of the addition of party ballots. Even when estimates are made, they are not always 100% accurate because of the many different situations that can come up during the administration of each election.

Once the election is held, districts are sent a certified statement of all votes cast and a declaration of candidates elected (E.C. 10550). Candidates are sent a Certificate of Election & Oath of Office form (E.C. 10553). This form is to be signed, and the oath taken before someone qualified to administer oaths (a notary public or Deputy Clerk at the County Clerk's office). These completed forms should be sent to our office BEFORE commencing the duties of the position so we can verify that directors have taken their oath.

When a director resigns or is otherwise disqualified, the district can appoint (see Government Code Section 1780 for guidelines) someone to fill the vacancy until the next general district election. That means if a director is elected to a 4-years term but resigns within the first year of the term, the district can appoint someone else to fill the vacancy only until the next election. That office would then be up for election for a short term.

Please keep this office up to date with the mailing address, phone number, fax number and/or e-mail address of the district and the secretary's name and contact information. There are many times that we need to contact the district and sometimes it is difficult to contact the smaller districts who don't have offices open every day. Your current contact information is: Steve Acker, 357-4100 board@albionfire.com

That's about it. As explained above, this information is offered to help you and is not meant in any way to tell you how to do your job.

As of this date, we show the directors and terms of office for the Albion/Little River Fire Protection District are:

Eric Campbell	11/2026 ST
VACANT	11/2026 ST
Steven Acker	11/2026
Pamela Lindstedt	11/2026
Lee Welty	11/2028

Please let us know if the above (including the district contact) is correct according to your records.

If you have any questions about the election process or comments about this letter, please feel free to call me at the above number.

Sincerely,

KATRINA BARTOLOMIE
Assessor-County Clerk-Recorder



Amanda Wolter
Assistant Registrar of Voters

Behested Payments

GLOSSARY

Affiliate

An organization's directors, principle officers (including, but not limited to, its chairperson, chief executive officer, chief financial officer, chief operating officer, or any similar position), individuals or entities holding a share of the organization of ten percent or greater, and any subcontractor listed on the organization's bid for a City contract.

Contractor

Any person who contracts with, or is seeking a contract with, any department of the City and County of San Francisco, when the total anticipated or actual value of the contract(s) that the person is party to or seeks to become party to with any such entity within a fiscal year equals or exceeds \$100,000.

Designated Employee

Any employee of the City and County of San Francisco required to file a Statement of Economic Interest (Form 700) under [Article III, Chapter 1](#) of the Campaign and Governmental Conduct Code.

Lobbyist

A lobbyist is any contact or expenditure lobbyist, as defined in [Article II, Chapter 1](#) of the Campaign and Governmental Conduct Code.

Officer

Any commissioner, department head, or elected official.

Payment

A monetary payment, or the delivery of goods or services, with a value of \$1,000 or more, or a series of payments within a 12-month period that in the aggregate total \$1,000 or more.

Permit Consultant

A permit consultant is anyone who receives or is promised compensation for permit consulting services and meets the definition of a permit consultant in Article III, Chapter 4 of the Campaign and Governmental Conduct Code.

What is a Behested Payment?

A behested payment is one made (for example, to a nonprofit) because of a request by a public official or employee directing someone to make that payment. A "payment" can be cash, goods, or services.

Because these requests can raise ethical flags about fairness in governmental decision making, the practice is regulated by both state and San Francisco laws.

Who is Affected?

If you are an officer or a designated employee the City's behested payments rules apply to you. These City officers and designated employees are prohibited from asking "interested parties" to make contributions, with some limited exceptions.

Who is an Interested Party?

The definition of "Interested party" includes:

- A party or participant involved in administrative enforcement, a license, a permit, or other entitlement for use before any officer within the officer's or designated employee's board, commission, or department, or a party or participant in any other governmental decision regarding administrative enforcement, or a license, permit, or other entitlement for use, in which the officer or designated employee was personally and substantially involved. Any license, permit, or other entitlement for use that is issued on a purely ministerial basis does not make someone an interested party.
- City contractors or anyone seeking to contract with the officers' or employees' board, commission, or department, including the directors, officers, major shareholders, or any other affiliates of that organization, except for the purposes of any person providing a grant to the City or a City department.
- Anyone who attempted to influence the officer or designated employee regarding the approval, denial, extension, or amendment of a City contract.
- Lobbyists who are registered to lobby the department of the officer or employee. Any person on whose behalf a lobbyist has made a contact with the employee's or officer's department; or clients, or affiliates of clients, for whom they have contacted the department in the last 12 months also qualify as an "interested party."
- Permit consultants who are registered with the Ethics Commission and have reported any contacts with the officer's or employee's department during the prior 12 months.

Payments from Interested Parties

Mirabelle is applying for a permit. Jim is a manager who files a Form 700. Can Jim ask Mirabelle to donate to their favorite charity?

- Caution! We need more information to determine if this action is allowed under behested payment rules. Mirabelle may be an *interested party*.
- Stop! If the permit that Mirabelle is seeking must go before any officer of Jim's department, Mirabelle would be considered an *interested party* for Jim and all officers or other designated employees of the department. In this case, Mirabelle is an interested party for Jim, and Jim cannot ask Mirabelle for a behested payment.
- Stop! If Jim needs to review and approve the permit Mirabelle is seeking, Jim is *personally and substantially* involved in granting the permit. In this case, Jim cannot ask Mirabelle for a behested payment.
- Proceed. If Mirabelle applies for a permit that is approved in a *ministerial manner* without significant review, she would *not* be an interested party, according to the law and Jim would be permitted to ask her for a behested payment.

Payments from Lobbyists

Lily is an elected official in San Francisco. Lily knows that a food bank operating in her district is in dire need of in-kind donations to make holiday meals for families in need. ABC Poultry, Inc. is a client of a registered lobbyist who has been lobbying Lily.

Can Lily solicit or accept a donation from ABC Poultry on behalf of the food bank in her district?

- Caution! There are some actions Lily is not permitted to take in this scenario. It is important for Lily to understand the behested payment rules around soliciting donations and act accordingly.
- Stop! Lily cannot ask ABC Poultry Inc., for a donation of 200 turkeys for the food bank. Lily cannot ask the lobbyist for a donation, either.
- Proceed. Lily may, however, make a *public appeal* for donations through *mass media* or to a gathering of *20 or more people*.

The Board of Supervisors may grant waivers to these rules under certain circumstances through a public decision-making process.



Exceptions

There are some exceptions to these rules to help City agencies and their programs collaborate with nonprofits and receive donations.

- Solicitations made under authorized programs for donations to nonprofits or public schools through competitively procured contracts are allowed if the program is authorized by an ordinance.
- Solicitations made in connection with the negotiation or administration of a City contract, which are directly related to the terms of, or performance under, the contract.
- Public appeals made through television, radio, billboard, a public message on an online platform, the distribution of 200 or more identical pieces of printed material, the distribution of a single email to 200 or more recipients, or a speech to a group of 20 or more people.

Payments from Permit Consultants

A registered permit consultant contacts a City department in May to get a permit issue resolved for their client. In December, Jose, a designated employee in that department, is fundraising for their child's school. Is Jose permitted to ask the permit consultant to donate to his fundraiser?

- Stop! This request is prohibited because the permit consultant is registered with the Ethics Commission and has contacted Jose's department in the previous 12 months.

Payments from Contractors

Susan is a City officer who also volunteers for a nonprofit. Acme, Inc. is a contractor with her department. Can Susan ask the CEO of Acme, Inc. to make a corporate donation to the nonprofit?

- Stop! When a government official asks for something of value from someone with an interest in a decision the official could make or influence, a *real or perceived conflict of interest* can arise.

It could give the impression that the officer is basing their decision about the prospective contractor on whether or not that contractor makes a donation to the official's preferred nonprofit.

Acme, Inc. is a contractor with Susan's department, Acme, Inc. and any of its employees or affiliates are *interested parties*, therefore, Susan cannot ask for a donation.

Private Donations

An employee receives a flyer in the mail soliciting donations for the local animal shelter where the employee previously adopted a pet. Can the employee send a \$100 check to the shelter?

- Proceed! There is nothing in the Behested payment rules that restrict your choice to make a personal charitable donation from your personal funds.

Have questions about Behested Payments?

Contact the Ethics Commission.

Phone:
415-252-3100

Email:
ethics.commission@sfgov.org



City & County of San Francisco
Ethics Commission

023

By: *Nicholaus Norvell, Partner and Stephanie Cook, Associate, Best Best & Krieger LLP*

Current law requires certain elected and appointed local public officials to receive training on ethics principles and laws relevant to the official’s public service for a minimum of two hours every two years. Starting in 2026, an additional two-hour fiscal and financial training will be required and certain local government staff will be required to take the respective trainings.

In October of 2025, Governor Gavin Newsom signed into law SB 827, a bill authored by State Senate Majority Leader Lena Gonzalez. The new law builds upon current ethics training requirements, commonly known as “AB 1234 training”, by adding a new “fiscal and financial training” requirement aimed at providing local officials with the tools and knowledge necessary to practice good governance and effective stewardship of public funds. While the requirements of SB 827 are largely similar to the ethics training requirements of AB 1234, there are a few notable differences that local agencies will need to become familiar with before impending deadlines.

SB 827: NAVIGATING GOVERNANCE & FINANCE IN SPECIAL DISTRICTS

New! Required Training

- Jan 7 Apple Valley
- Feb 24 Sacramento
- Mar 26 Clearlake
- Mar 4 Webinar
- Jun 9 Fresno
- Oct 14 Hayward
- Oct 27 Redding

[Register Now](#)

New Fiscal and Financial Training for Board Members and Certain Employees

The legislative history of SB 827 notes that local officials hold a fiduciary duty to the public and a requirement to act as responsible stewards in guiding and managing local funds. Further, because this duty involves extensive and complex fiscal management responsibilities—including tracking multiple revenue streams, creating restrictions on how funds may be used, and broadly acting to ensure the management of funds is carried out in the public interest—an expansion

of current ethics training requirements to include a fiscal component helps ensure local officials are adequately educated on the fiscal responsibilities relevant to their public office, and, thereby, can effectively execute their duties, avoid mismanagement of funds, and, additionally, promote transparency and bolster public confidence.

Under current law, a member of a local agency legislative body or an elected local agency official who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties is deemed to be a “local agency official,” and all local agency officials are currently required to complete biennial ethics trainings under AB 1234 (Salinas, 2005). SB 827 builds on this requirement by additionally mandating completion of “fiscal and financial training.”

The newly required fiscal and financial trainings must include education on at least the following subjects:

1. laws and principles relating to financial administration and short- and long-term fiscal management, including, but not limited to, the role and responsibilities of financial administration, financial policies, municipal budgets and budget processes, and financial reporting and auditing;
2. laws and principles relating to, but not limited to, capital financing and debt management, mechanisms for local agency revenues, pensions and other postemployment benefits, cash management and investments, the prudent investor standard, and the ethics of safeguarding public resources; and
3. general fiscal and financial planning principles and any pertinent laws relevant to the local agency official’s public service and role in overseeing the local agency’s operations and relevant to the local agency’s procurement and contracting practices and responsibilities.

As is the requirement under AB 1234, all local agency officials must complete the new fiscal and financial training every two years. To address initial implementation of this new training, all local agency officials in the service of the local agency before January 1, 2026 will be required to comply with the fiscal and financial training requirements no later than January 1, 2028. However an exception to this requirement applies to local agency officials whose term of office ends before January 9, 2028. Unlike AB 1234, which historically granted local agency officials one year from the start of their service to comply with ethics trainings, AB 827 requires that all local agency officials who begin their service on, or after, January 1, 2026 complete the fiscal and financial training no later than six months following the start of their service.

SB 827 provides only limited guidance on how local agencies can provide the training to their officials. Under the new law, local agencies may broadly “contract or otherwise collaborate” with a training course provider. However, the new law specifically requires that training courses and materials must be developed “in consultation with widely recognized experts in local government finances, including local government associations.” Trainings must be provided in the form of a course, or self-study materials with tests, and the training may be completed in person or online.

Details as to the training course or materials must be made available to local agency officials at least annually, and participants must be provided with proof of participation upon completion of the training requirements. Similar to prior law on ethics training, if an official serves on more than one local agency, they are only required to comply with the requirement once within the required time period, but must provide a copy of proof of their participation to all local agencies that they serve.

Aligned with the AB 1234 record-keeping requirements, SB 827 requires local agencies to maintain records demonstrating both the date the local agency official completed the fiscal and financial training as well as the entity that provided the training. The local agency must maintain the records for at least five years after the official’s completion of the training, and these records are public records subject to disclosure under California’s Public Records Act. However, SB 827 adds an additional requirement with regard to record-keeping for both fiscal and financial training and ethics training; specifically, local agencies must post clear instructions and contact information on their websites, if the agency has one, for the purpose of assisting the public to request or access both fiscal and financial training records and ethics training records. This posting requirement goes into effect on July 1, 2026 thereby providing local agencies with additional time to compile training records and post the required information on their agency website.

Expansion of AB 1234 Ethics Training to Department Heads and Similar Employees

Finally, in addition to imposing a new two-hour fiscal and financial training requirement, SB 827 also expands the types of officials required to receive AB 1234 ethics training. Previously, the law provided most types of public agencies with discretion on which employees would be required to receive AB 1234 ethics training. Under the new law, “department heads and other similar administrative officers of a local agency” are now required to comply with ethics training requirements.

Who Must Take Statutorily Required Trainings for Local Officials?

Ethics Training	Fiscal and Financial Training
-----------------	-------------------------------

025

A member of a local agency legislative body or an elected officer of a local agency who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties	Any member of a local agency legislative body or any elected officer of a local agency
Any department head or other similar administrative officer	Any official who is appointed by the governing body who, as part of their official duties, makes decisions or recommendations regarding financial administration, budgeting, or the use of public resources
Any additional employees designated by the board	A local agency executive, as defined in subdivision (d) of Section 3511.1, or other similar administrative officer of a local agency*
	Any additional employees designated by the board

*Subdivision (d) of Government Code Section 3511.1 defines “Local agency executive” to mean any person employed by a local agency who is not subject to the Meyers-Milias-Brown Act (Chapter 10 (commencing with Section 3500)), Chapter 5 (commencing with Section 45100) of Part 25 of Division 3 of Title 2 of the Education Code, or Chapter 4 (commencing with Section 88000) of Part 51 of Division 7 of Title 3 of the Education Code, and who meets any of the following requirements:

1. The person is the chief executive officer, a deputy chief executive officer, or an assistant chief executive officer of the local agency.
2. The person is the head of a department of a local agency.
3. The person’s position within the local agency is held by an employment contract between the local agency and that person.

Deadlines for Completing Statutorily Required Trainings

Training	If Began Service Before January 1, 2026	If Began Service On/After January 1, 2026	Retake
Ethics	Within one year of commencing service	Within six months of commencing service	Every two years
Fiscal and Financial	Before January 1, 2028 (Unless service term ends before January 9, 2028)	Within six months of commencing service	Every two years

This article was contributed by [Nicholaus Norvell](#) and [Stephanie Cook](#) from [Best Best & Krieger LLP \(BBK\)](#), a CSDA Business Affiliate. CSDA Members can contact BBK through the [CSDA Buyer’s Guide](#) at csda.net.



SB 272 Reminder

As you prep for the year ahead, we wanted to share a quick reminder that **SB 272 requires enterprise system catalogs to be reviewed and updated annually.**

Streamline offers a **free tool** to help special districts easily create, publish, and share an enterprise system catalog without a lot of time or effort.

[Check it out here >](#)

If you've used our tool before, your information should already be saved. Just log in using the link above (note: your SB 272 tool login may be different from your Streamline website account login).

If you haven't started a catalog yet or the staff member who made it before has left, the tool makes it easy to build one from scratch in just a few minutes.

For questions about using the SB 272 tool or getting your catalog posted to your website, check out our step-by-step **[SB 272 guide](#)**.

Sincerely,

Your Streamline Support Team

[Submit a Ticket](#)

Want more? Visit us online!

getstreamline.com