



# Coastside Fire Protection District

## STAFF REPORT

**TO:** Honorable Board of Directors

**FROM:** Jean B. Savaree General Counsel

**DATE:** March 25, 2026

**SUBJECT:** SECOND READING AND ADOPTION OF AN AMENDMENT TO ORDINANCE NO. 2015-01 SETTING COMPENSATION FOR BOARD MEMBERS AT \$220.00 PER MEETING, NOT TO EXCEED TWO MEETINGS PER MONTH FOR A MAXIMUM MONTHLY COMPENSATION OF \$440.00.

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### **Staff Recommendation**

The Board is asked to conduct a second reading, and adopt the attached ordinance amending Ordinance No. 2015-01, An Ordinance of the Coastside Fire Protection District Setting Compensation for Members of the Coastside Fire Protection District Governing Board, By Increasing the Compensation for the Governing Board. This amendment would adjust the Board's compensation from \$193.90 per meeting to \$220.00 per meeting, with a maximum of two (2) compensated meetings per month.

### **Background**

On February 25 2026 , the Board held a first reading and introduced ordinance amendments to increase the rate of compensation for Board members from \$193.90 per meeting to \$220.00 per meeting and retain the existing cap of two (2) compensable meetings per month. The attached draft ordinance increases the rate of compensation per the Board's direction and restates the Board's Policy for Reimbursement and Expenses.

### **Discussion**

Pursuant to the Board's Policy Manual:

The basic manner in which members fulfill their office must be at a regular, special, emergency, committee, or workshop meetings, and will be a matter of public record. Therefore, members of the Board are expected to attend all regular, special and emergency meetings of the District. (Section 3.2, Meeting Attendance)

By Board Policy, Board Members are currently entitled to compensation and reimbursement as set by Board Ordinance. (Section 4.4, Directors' Compensation and Reimbursement)

The Board last updated the rate of compensation in June of 2023 through Ordinance No. 2023-02, which set the rate of compensation at \$193.90 per meeting with a limit of two (2) meetings to be compensated per month. As a result, Board Members are now authorized to be paid \$387.80 per month if they attend two (2) meetings. If multiple meetings are held on one day, the Directors are paid only \$193.90 for that day.

#### Compensation Rates Per Meeting

The process for setting Board members' compensation is found in the California Health & Safety Code. Per Health and Safety Code §13857(a), Board members may receive up to \$100.00 for attending each meeting of the Board, up to six meetings per month. However, it also provides that the Board may increase the compensation its members receive by adopting an ordinance pursuant to Chapter 2 of the Water Code.

Water Code §20202 authorizes the Board to adopt an ordinance increasing the \$100.00 limit by up to 5%, with no more than one increase per calendar year. As noted above, the last adjustment to Board's compensation was made in June 2023 when the rate was set at \$193.90 per meeting. Therefore, as of June 2026, the Board may authorize an increase up to \$222.99, which is the amount equal to three years of annual increases at 5% each year.

As noted above, on February 25, 2026 the Board introduced the attached amendment to Ordinance 2015-01 to adjust the per-meeting rate of compensation from \$193.90 to \$220.00, which is a total increase of approximately 13% or equivalent to approximately 4.6% increases each calendar year since the last adjustment. See Attachment 1.

#### Compensable Meetings

Government Code §53232.1 defines the type of activities on a specific day that are defined as compensable meetings as follows:

1. Board meetings.
2. Meetings of advisory committees, and
3. Conferences or organized educational activities, including, but not limited to, the ethics training required for Board members who receive compensation pursuant to Government Code §53234 et seq. (Two hours every two years per Government Code §53235(b)).

#### **Fiscal Impact**

If the Board's compensation rate is increased from \$193.90 to \$220.00 per meeting, the maximum monthly compensation for each Board member would increase from \$387.89 to \$440.00.

### **Recommendation**

Staff recommend that the Board conduct the second reading and adopt the attached proposed ordinance adjusting the Board's compensation to \$220.00 per meeting. If adopted at the March 25, 2026 Board meeting, the new ordinance would take effect on, May 24, 2026 (i.e., sixty (60) days after adoption), the new compensation rate would not become effective, however, until August 28, 2026 to comply with Water Code §20202.

### **Attachments**

1. Ordinance No. 2026-01, Amendment to Ordinance No. 2015-01, An Ordinance of the Coastside Fire Protection District Setting Compensation for Members of the Coastside Fire Protection District Governing Board, By Increasing the Compensation for the Governing Board

ATTACHMENT 1

ORDINANCE NO. 2026-01, AMENDMENT TO ORDINANCE NO. 2015-01, AN ORDINANCE OF THE COASTSIDE FIRE PROTECTION DISTRICT SETTING COMPENSATION FOR MEMBERS OF THE COASTSIDE FIRE PROTECTION DISTRICT GOVERNING BOARD, BY INCREASING THE COMPENSATION FOR THE GOVERNING BOARD

ORDINANCE NO. 2026-01

AMENDMENT TO ORDINANCE NO. 2015-01, AN ORDINANCE OF THE COASTSIDE FIRE PROTECTION DISTRICT SETTING COMPENSATION FOR MEMBERS OF THE COASTSIDE FIRE PROTECTION DISTRICT GOVERNING BOARD, BY INCREASING THE COMPENSATION FOR THE GOVERNING BOARD

THE COASTSIDE FIRE PROTECTION DISTRICT GOVERNING BOARD DOES HEREBY ORDAIN, as follows:

**WHEREAS**, on October 16, 2007, by Resolution No. 2007-03, the Board of Directors of the Coastside Fire Protection District adopted a compensation and expense reimbursement policy for the Coastside Fire Protection District. Pursuant to the policy, each member of the District's Board of Directors was entitled to \$100 per meeting compensation, at not more than three (3) meetings during any single calendar month. Additionally, the policy authorized members of the Board of Directors to be reimbursed for their actual and necessary expenses incurred in the performance of their official duties; and

**WHEREAS**, on May 27, 2015, the Board of Directors of the Coastside Fire Protection District, after public hearing upon notice pursuant to Government Code Section 6066, as required by Water Code Section 20203, adopted Ordinance No. 2015-01, which adjusted the Board Members' compensation to \$125 per meeting for a total of two (2) meetings in a calendar month; and

**WHEREAS**, on May 24, 2017, the Board of Directors of the Coastside Fire Protection District adopted Ordinance No. 2017-02, which amended Ordinance No. 2015-01 to include an expense reimbursement policy by adding Sections 3 through 6; and

**WHEREAS**, on June 24, 2020, the Board of Directors adopted Ordinance No. 2020-03, which amended Ordinance No. 2015-01 to increase the Board's compensation rate from \$125 per meeting to \$167.50 per meeting and restated the expense and reimbursement policies previously adopted as Sections 3 through 6; and

**WHEREAS**, on June 28, 2023, the Board of Directors adopted Ordinance No. 2023-02 which amended Ordinance No. 2015-01 to increase the Board's compensation rate from \$176.50 per meeting to \$193.90 per meeting and restated the expense and reimbursement policies previously adopted as Sections 3 through 6; and

**WHEREAS**, the Board has now determined that the per meeting compensation should be increased to \$220.00 per meeting for a total of two (2) meetings in a calendar month.

**NOW, THEREFORE**, the Board of Directors of the Coastside Fire Protection District does hereby find, declare, order, and ordain that Ordinance No. 2015-01 be amended as follows by increasing the compensation amount at Section 2:

**Section 1.** The matters set forth in the recitals of this Ordinance are true and correct.

**Section 2, Board of Directors' Compensation.** Upon the effective date of this Ordinance until August 28, 2026, compensation for members of the Board of Directors of the Coastside Fire Protection District shall be \$193.90, for attendance in his or her official capacity as a member of the Board at not more than two (2) meetings during any single calendar month, which may consist of any combination of the following meetings, as determined by the Board Member:

- (a) Any regular or special meeting of the Coastside Fire Protection District Board of Directors;
- (b) Committee meetings; or
- (c) Educational training activities required for the Board Member's participation as a Board Member.

If multiple meetings are held on one day, the Board Members will be compensated \$193.90 for that day.

On and after August 28, 2026, the compensation for members of the Board of Directors shall increase from \$193.90 to \$220.00 per meeting. All other provisions of this Section shall continue to apply beyond the date of the compensation rate increase.

**Section 3, Policy for Reimbursement of Expenses.** In accordance with the provisions of California Government Code Sections 53232 through 53232.4, it is the policy of the Coastside Fire Protection District to reimburse each member of the Board for actual and necessary expenses ("Authorized Expenses") incurred as a result of the member's performance of official duties and Authorized Activities. Authorized Expenses, as further described in Section 4, are for Board Members only, and shall not include expenses incurred by any unauthorized individual, such as family members. Authorized Expenses shall not include personal expenses, such as entertainment, alcoholic beverages, or personal care expenses.

**Section 4, Expense Payment and Reimbursement.** In accordance with this Ordinance, and other applicable law, Board Members shall be entitled to have actual and necessary expenses that are incident to the performance of official duties, Authorized Activities or other Board-authorized District business reimbursed by the District as follows:

- a. **Authorized Activities.** Expenses incurred while engaging in the following activities are considered Authorized Expenses if all requirements of this Ordinance are fulfilled:

- 1) Meetings attended by Board Members in their official capacity as representatives of the District;
- 2) Educational training activities required for the Board Member's participation as a Board Member; or
- 3) Attending District scheduled events.

b. **Transportation.** Generally, Board Members must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route.

- 1) **Airfare.** Airfares that are generally the most economical and reasonable for reimbursement under this Ordinance.
- 2) **Automobile.** Automobile mileage for travel outside the jurisdiction of the District is reimbursed at Internal Revenue Service rates presently in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.
- 3) **Car Rental.** Rental rates that are generally the most economical and reasonable for purposes of reimbursement under this Ordinance.
- 4) **Taxis/Shuttles.** Taxis or shuttles fares may be reimbursed, including a 15% gratuity per fare when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
- 5) **Parking.** Parking rates that are generally the most economical and reasonable for reimbursement under this Ordinance.
- 6) **Other.** Baggage handling fees of up to \$1 per bag and gratuities of up to 15% will be reimbursed.

c. **Lodging.**

- 1) **General.**

- i. Lodging expenses will be reimbursed only at the single occupancy rate for rooms.
  - ii. Lodging expenses will be reimbursed when travel is required for authorized activities and is more than 50 miles from the starting point and reasonably requires an overnight stay.
- 2) **Conference/Meetings**. If lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.
- 3) **Other Lodging**. Lodging rates that are generally the most economical and reasonable for reimbursement under this Ordinance.
- d. **Meals and Incidental Expenses**. For meals associated with District business reimbursement for the actual and reasonable cost shall not exceed:

|                     |      |
|---------------------|------|
| Breakfast:          | \$20 |
| Lunch:              | \$20 |
| Dinner:             | \$40 |
| plus gratuity up to | 15%  |

e. **Expense Reports**.

- 1) All reimbursement requests must be submitted on an expense report form provided by District.
- 2) Expense reports must document that the expense in question met the requirements of this policy.
- 3) Board Members must submit their expense reports within thirty (30) days after an expense is incurred, accompanied by receipts documenting each expense. Restaurant and lodging receipts, in addition to any credit card receipts, are also part of the necessary documentation.
- 4) Inability to provide such documentation in a timely fashion may result in the expense being borne by the Board Member.
- 5) All expenses are subject to verification that they comply with this policy.

**Section 5, Reports to Board.** At the Board meeting following a meeting, conference or seminar for which reimbursement will be requested, Board members must briefly report on the meeting, conference or seminar attended at District expense. If multiple Board Members attended, a joint report may be made.

**Section 6, Compliance with Laws.** Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.

**Section 7, Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors of the Coastside Fire Protection District hereby declares that it would have adopted this Ordinance irrespective of the fact that any one or more section, subsection, sentence, clause, phrase or portion be declared invalid or unconstitutional or ineffective.

**Section 8.** Pursuant to Section 20204 of the Water Code of the State of California, this Ordinance shall take effect and be in full force and effect sixty (60) days after its final passage.

**Section 9.** Within fifteen (15) days after the adoption of this Ordinance, the Board Secretary shall have it posted in three (3) public places designated by the Board of Directors.

This Ordinance was introduced and read on the 25th day of February, 2026, and passed and adopted on the 25<sup>th</sup> day of March, 2026.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Gary Burke,  
President Board of Directors

ATTEST:

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Secretary Board of Directors