



**Board  
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**2024**

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## BOARD ORIENTATION TABLE OF CONTENTS

TAB	DOCUMENTS INCLUDED
Welcome Letters	<ul style="list-style-type: none"> <li>• Letter from Fire Chief with email address, contact info, invitation for a Station tour, ride along with crew, meeting with Fire Chief and current Board Chair</li> <li>• Letter from attorney outlining responsibilities and requirements</li> </ul>
Board Responsibilities	<ul style="list-style-type: none"> <li>• Memo re Board Responsibilities (with attorney input), to include training, Statement of Economic interests, contact, checking emails</li> </ul>
Contact Sheets	<ul style="list-style-type: none"> <li>• Contact information for Board and Administrative Staff</li> <li>• District website</li> </ul>
Board Calendar	<ul style="list-style-type: none"> <li>• 12-month Board meeting calendar</li> <li>• Agenda tracker</li> </ul>
Organization Chart	<ul style="list-style-type: none"> <li>• District org chart</li> <li>• Fire Department structure and operations 101</li> </ul>
Brown Act	<ul style="list-style-type: none"> <li>• Handbook detailing Brown Act rules</li> </ul>
CSDA Board Member Handbook	<ul style="list-style-type: none"> <li>• CSDA Handbook</li> </ul>
Finance Overview	<ul style="list-style-type: none"> <li>• Memo regarding District Finance, funds, procedures</li> </ul>
Budget	<ul style="list-style-type: none"> <li>• 3-4 page budget summary-full budget provided upon meeting with Fire Chief (per recommendation of CSDA)</li> </ul>
Measure O	<ul style="list-style-type: none"> <li>• Ordinance 2016-01, Resolution and Bylaws</li> </ul>
Code of Ethics & Conduct	<ul style="list-style-type: none"> <li>• Board of Directors Code of Ethics &amp; Conduct</li> </ul>
Fire Protection District Law of 1987	<ul style="list-style-type: none"> <li>• FPD Law of 1987</li> </ul>
Helpful Links	<ul style="list-style-type: none"> <li>• Websites (including but not limited to rhfd.org, RMAC, LAFCO, City of Hercules, Board of Supervisors)</li> </ul>
Glossary	<ul style="list-style-type: none"> <li>• Acronym definitions</li> <li>• Ad hoc committees</li> <li>• Resolution</li> <li>• Ordinance</li> <li>• Fire Service terms</li> </ul>