

## MEMORANDUM

TO: Rebecca Ramirez, INTERIM FIRE CHIEF, RODEO - HERCULES FIRE DISTRICT

FROM: Board of Directors, RODEO - HERCULES FIRE DISTRICT

DATE: November 1, 2023

SUBJECT: CSDA Special District Leadership Academy

The Board of Directors attended subject California Special District Association conference from October 22 - 25, 2023. Board participation at this conference meets recommendation #3 (bullet #1) of the Management/Administration Assessment of the Strategic Plan: "All current and future Board members should attend the CSDA Leadership Academy and Governance Conference for Elected and Appointed Directors." With regard to costs incurred by our five attendees, RHFD was awarded the maximum of two scholarships to defray registration fees. In addition RHFD benefitted from registration fee discounts based on having multiple participants from the same agency. As anticipated by Strategic Plan recommendation #3, our Board is returning from the Leadership Academy with key learnings that will benefit the District.

Pursuant to bullet #2 of the same Strategic Plan recommendation, the Board previously approved RHFD joining the CSDA. Membership in CSDA will provide resources and opportunities, including continuing education and training, at discounted or no cost. We look forward to the District following through on the Board's approval. Does staff need anything else from CSDA or Chair Bowman to complete the task of joining CSDA?

The conference's purpose and schedule are set forth below, as required by the District to document attendee costs.

**Purpose of Conference:**

The conference is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities for both new and experienced special district board members.

First time participants complete all four modules of the Special District Leadership Academy:

- Governance Foundations
- Setting Direction/Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability

**First Time Attendee Schedule:**

## **Sunday, October 22, 2023**

**5:30 – 7:00 p.m.**

### **REGISTRATION AND NETWORKING RECEPTION**

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

## **Monday, October 23, 2023**

**8:30 – 10:00 a.m.**

### **Building a Foundation for Good Governance**

*\*This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this conference session, the instructor will lay the groundwork for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district
- The traits of effective board members
- What good governance means and how to effectively put it into practice
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building

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**10:00 – 10:30 a.m.**

**Break (*All Attendees*)**

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**10:30 a.m. – 12:30 p.m.**

## **Building a Foundation for Good Governance (*continued*)**

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**12:30 – 1:30 p.m.**

**Lunch Provided (*All Attendees*)**

**1:45 – 3:00 p.m.**

### **Defining Board/Staff Roles and Relationships**

*\* This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources
- Recognizing HR red flags and positive indicators
- Developing and maintaining essential HR policies
- Covering confidentiality and legal liabilities
- Evaluating the general manager

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**3:00 – 3:30 p.m.**

**BREAK**

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**3:30 – 4:30 p.m.**

**Defining Board/Staff Roles and Relationships (*continued*)**

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**5:30 p.m. – 7:00 p.m.**

**Sip and Savor Evening Reception**

Sponsored by the Special District Risk Management Authority (SDRMA)



## Tuesday, October 24, 2023

8:30 – 10:00 a.m.

### **Fulfilling Your District's Mission: Charting the Course**

*\* This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership*

This conference session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

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10:00 – 10:30 a.m.

### **BREAK (All Attendees)**

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10:30 a.m. – 12:00 p.m.

### **Fulfilling Your District's Mission: Charting the Course (continued)**

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12:00 – 1:00 p.m.

### **Lunch Provided (All Attendees)**

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1:15 – 2:45 p.m.

### **Get the Word Out! Best Practices for Communication and Outreach**

*\* This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership*

This conference session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences
  - Responding to public input
  - Media relations
  - Legislative outreach and advocacy
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**2:45 – 3:00 p.m.**

**BREAK** (*All Attendees*)

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**3:00 – 4:00 p.m.**

**Get the Word Out! Best Practices for Communication and Outreach**  
(*continued*)

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**4:00 - 5:00 p.m.**

**CSDA Benefits B-I-N-G-O sponsored by California CLASS**

We love maximizing the benefits we offer. You love winning prizes! Let's all do what we love at the Special District Leadership Academy Conference. We start with an exploration of membership benefits to make sure your district is taking full advantage of all we provide. Along the way, you'll win prizes and enjoy refreshing beverages!

**Wednesday, October 25, 2023**

**8:30 – 10:00 a.m.**

**Show Me the Money! What Do Board Members Need to Know about District Finances?**

*\* This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability*

This conference session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions
- How to link the finance process to the district mission and goals

- Budget process, budget assessment, and communicating budget information to the public
  - How to develop and analyze capital improvement plans and reserve guidelines.
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**10:00 – 10:15 a.m.**

**BREAK** (*All Attendees*)

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**10:15 a.m. – 12:00 p.m.**

**Show Me the Money! What Do Board Members Need to Know about District Finances?** (*continued*)

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**12:00 p.m.**

**Graduation Certificate Distribution**

*First-time attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.*

**Attendees:**

Directors Bowman, Davidson, Doss, Hill and Mikel.