

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Training, Education, and Conference

POLICY NUMBER: 4080

4080.10

It is the policy of the El Dorado County Fire Protection District to encourage Board development and excellence of performance by reimbursing 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.

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District administrative staff shall be responsible for making arrangements for per diem, travel, lodging, and registration for Directors attending state and national seminars, workshops, and conferences. Directors shall report all expenses to the District, together with validated receipts.

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Attendance by Directors of seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

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Upon returning from seminars, workshops, or conferences where the District reimburses expenses, Directors 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 session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.