

EL DORADO COUNTY FIRE SAFE COUNCIL

Policy & Procedure Addenda

<u>Date</u>	<u>Item</u>	<u>Action</u>
2/8/15	Section 7.02	Reimbursement suspension removed from Article VII by Board vote 1/27/15. As a result of 7.02 being removed in its entirety, 7.03 renumbered as 7.02.
6/24/16	Form Addition	Added #12 AFSC Conflict of Interest Statement. This is added for forms to meet the requirement of Bylaw Section 14.01, Item f.
6/28/16	Article XVIII	Volunteer Liability Waiver – approved and passed by Board vote. Includes pre-project and community planning and safety articles.
7.20.16	Article II	Records Retention Policy – Current policy is to keep records permanently. It has been suggested that a shorter term would be more prudent and should be discussed. Note: The retention term may be dependent upon the terms of individual grants and/or the sponsoring agency. In all cases, the terms of either individual grants or their sponsors must be adhered to.
10.25.16	Article XVII	Reimbursement Policy revised to clarify reimbursement is per fiscal year, set time requirements for eligibility of requesting reimbursement and confirm maximum reimbursement per fiscal year. Notes 3 & 4 added to policy.
2.28.17	Article V	Procurement System revised changing dollar threshold for grant contracts where a public request for proposal is required from \$25,000 to \$50,000. Item 5.01 c added requiring contracts under \$50,000 to be competitively bid/quoted and reviewed and awarded by an evaluation panel.
10.24.17	Policy & Procedure 19	Project Support Rules & Policy adopted at October 24, 2017 Board Meeting.