



To: Board of Directors
From: Steve Leighton, Fire Chief
Date: January 19, 2022
Subject: Mandatory Board Member Training and Form 700 Filing Requirements

Both the Ethics and Harassment training can be accessed via the Vector Solutions program per Chief Whisler's email to each of you on December 29, 2021. Other options for Ethics training are below.

AB 1234 Ethics (Required every two years)¹

State law requires specified local officials to receive two hours of ethics training. The requirement applies to local officials who either receive compensation for their service to the district or are reimbursed for their expenses.

For newly elected and appointed officials, the requirement is to receive this training within one year of assuming office. For everyone else, the requirement is to receive this training within two years of receiving one's first training.

The training must cover both ethics laws and ethics principles. There are a number of options for complying with this requirement.

- Self-study materials are available at www.ca-ilg.org/ab1234compliance. The materials require that you read two articles on public service ethics laws and principles, take a self-assessment test and then submit it to the Institute for Local Government with a processing fee for each test. The Institute will review your test(s), provide you the correct answers to the questions and a proof of participation certificate. For those of you who have already been through the basic course, there is a more advanced self-study option to enable you to apply the basic concepts in a particular series of situations. See www.ca-ilg.org/ab1234.
- The Fair Political Practices Commission offers free online training at <https://localethics.fppc.ca.gov>. This option requires you to log onto the FPPC's website, review various screens of materials, take periodic tests to assure retention of the information and then print out a certificate.
- The Institute for Local Government also offers onsite training to local officials at conferences, regional meetings and at individual local agencies on a fee basis. For more information see www.ca-ilg.org/ab1234compliance and www.ca-ilg.org/ethics training options.

¹ [Cal. Gov't Code § 53235](#)



Once you receive your proof of participation in the required AB 1234 training, please make a copy of the certificate for your records and provide the original to the district clerk of the board. These records will be retained as public records for at least five years.

As with all ethics laws, AB 1234 creates a minimum for ethics education-not a maximum. We encourage you to take advantage of additional training in ethics-related topics and document those efforts as well.

If you have any questions regarding these requirements, please contact my office. Note that general information about AB 1234 is also available at www.ca-ilg.org/ab1234compliance, including a frequently-asked-questions sheet.

AB 1825 Harassment (Required every two years)²

Each local agency official, or employee who is so required, shall receive at least two hours of sexual harassment prevention training and education within the first six months of taking office or commencing employment, and every two years thereafter.

Form 700 Annual Filing³

You should have received a reminder from Kim Smith, Campaign Filing Officer, El Dorado County, on January 3, 2022. They are due by April 1, 2022. The link to access the eDisclosure system and complete your Form 700 [here](#). If you have any questions, please contact Kim Smith at 530.621.7490 or form700@edcgov.us.

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interests, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:

1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed [conflicts of interest](#).

The Commission is required to post on its website all statements of economic interests required to be filed with the Commission on or after January 1, 2010, by elected officers in their elected capacity.

² [Cal. Gov't Code § 53237](#)

³ [Fair Political Practices Commission](#)