

**ALPINE FIRE PROTECTION DISTRICT**  
**SECTION 1: BOARD POLICY MANUAL**  
**CHAPTER 3: WORK PLACE POLICIES**

**TICKETS AND PASSES DISTRIBUTION POLICY**

Policy #: 3007

Fire Chief: Bill F. Paskle

Approved: 3/20/2018

## **3007 – Tickets and Passes Distribution Policy**

### Purpose:

The purpose of this Policy is to ensure that any ticket or pass provided to the Alpine Fire Protection District by any third party or purchased or obtained directly by the District shall be distributed to District Officials by the Fire Chief in a manner that serves or promotes a public purpose of the Alpine Fire Protection District.

### Definitions

Unless otherwise expressly provided below, words and terms used in this policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Sections 81000, et seq., as the same may from time to time be amended) and the Fair Political Practices Commission ("FPPC") Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may from time to time be amended):

1. "District Official" means every Director, officer, employee or consultant of the Alpine Fire Protection District, as defined in Government Code Section 82048 and FPPC Regulation 18701. Such term shall include, without limitation, other appointed officials or employees required to file an annual Statement of Economic Interests (FPPC Form 700).
2. "District" shall mean and refer to the Alpine Fire Protection District.
3. "Gift" shall mean anything that is received by a District Official that the District Official did not provide consideration of equal or greater value for or that represents a rebate or discount that is not provided in the regular course of business to members of the public without regard to official status.
4. "Immediate family" means the spouse and dependent children.
5. "Third party" shall mean the source of any ticket or pass, other than the District.
6. "Ticket" or "pass" shall mean any ticket, pass, etc. that provides admission to a facility, event, show, or performance for entertainment, amusement, recreation or other similar purpose.

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Administration of Policy

The Fire Chief shall be responsible for administering this Policy.

General Provisions

1. The use of complimentary tickets is a privilege extended by the District and not the right of any person to which the privilege may from time to time be extended.
2. Tickets distributed to a District Official pursuant to this policy shall not be transferred to any other person, except to members of such District Official's immediate family solely for their personal use.
3. No person who receives a ticket pursuant to this policy shall sell or receive reimbursement for the value of such ticket.

Tickets and Passes Distribution Policy

All tickets and passes offered or provided to the District by a third party or purchased or otherwise obtained directly by the District shall be subject to the following provisions:

1. The District shall not accept from any third party any ticket or pass that is specifically earmarked for use by a particular District Official whether by name or position, unless:
  - a. The ticket or pass is offered or provided to the District as a result of an official District event that the District controls.
  - b. The ticket or pass is purchased by the District from the third party for full market value.
2. The Fire Chief or his or her designee shall document in writing the receipt of all tickets and passes provided to the District by a third party.
3. Tickets and passes shall only be provided to District officials by the Fire Chief or his or her designee for a legitimate public purpose of the District, as set forth in this Policy.
4. The Fire Chief or his or her designee shall decide, consistent with this Policy, which District Officials should be provided with a ticket or pass.
5. Within 30 days of distributing any ticket or pass pursuant to this Policy, the Fire Chief or his or her designee, shall complete and cause to be posted an FPFC Form 802 on the District's website. The posting on the website and a hard-copy shall both be retained for a period of 7 years.

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Legitimate Public Purposes

Any ticket or pass provided to a District Official by the District shall not constitute a gift if provided and used by the District Official for any of the following purposes:

1. Performance of a ceremonial role or function representing the District at the event, for which the District Official may receive enough tickets for the District Official and each member of his or her immediate family.
2. The District Official is provided tickets or passes which were provided by the Third Party to all safety employees regardless of rank and distributed accordingly.
3. The job duties of the District Official require his or her attendance at the event, for which the District Official may receive enough tickets for the District Official and each member of his or her immediate family.
4. Intergovernmental relations purposes, including but not limited to attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members and their guests.
5. Attracting or rewarding volunteer public service.
6. Supporting and/or showing appreciation for programs or services rendered by non-profit organizations benefiting Alpine residents or the fire service.
7. Encouraging or rewarding significant academic, athletic, or public service achievements by Alpine students, residents or businesses.
8. Attracting and retaining highly qualified employees in District service, for which such employee may receive no more than four (4) tickets per event.
9. As special recognition or reward for meritorious service by a District employee, for which such employee may receive no more than four (4) tickets per event.
10. For use in connection with a District employee competition or drawing, for which there shall be made available no more than (4) tickets per event.
11. Recognition of contributions made to the District by former District Board Member or District managers, for which such former District Board Member or manager may receive no more than (4) tickets per event.

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Exemptions

The following tickets and passes shall be exempt from the provisions of this Policy:

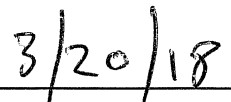
1. A ticket or pass received by a District Official directly from a third party that the District Official uses to perform a ceremonial role or function on behalf of the District.
2. A ticket or pass received by a District Official from the District where both the District Official and the District treat and report the value of the ticket or pass as income consistent with applicable state and federal income tax laws and the ticket is reported as income pursuant to the provisions of this Policy.

Posting and Disclosure Requirements

This Policy shall be prominently posted on the District's website.



Bill F. Paskle, Fire Chief



Date

Payment to Agency Report

A Public Document

PAYMENT TO AGENCY REPORT

<b>1. Agency Name</b> Alpine Fire Protection District		Date Stamp	<b>California 801</b> Form For Official Use Only
Division, Department, or Region (if applicable) Alpine, California			
Street Address 1364 Tavern Road, Alpine, CA 91901			
Area Code/Phone Number (619) 445-2635	Email admin@alpinefire.org	<input type="checkbox"/> Amendment (explain in comment section)  Date of Original Filing: _____ (month, day, year)	
Agency Contact (name and title) Bill F. Paskle, Fire Chief			

2. Donor Name and Address

Individual \_\_\_\_\_  Other Disneyland

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 1313 Disneyland Drive Anaheim CA 92802  
 Address City State Zip Code  
 Amusement Park

If "Other" is marked, describe the entity's business activity (if business) or its nature and interests.

➔ If applicable, identify the name of each source and the amount(s) received by the donor for this payment:

\_\_\_\_\_ \$ \_\_\_\_\_      \_\_\_\_\_ \$ \_\_\_\_\_  
 Name Amount Name Amount

3. Payment Information (Complete Sections 3.1 (a or b), 3.2, 3.3)

3.1 (a) Travel Payment

\_\_\_\_\_ Location of Travel \_\_\_\_\_ Dates (month, day, year) \_\_\_\_\_  
 \_\_\_\_\_  Rail  Air  Bus  Auto  Other \_\_\_\_\_  
 Transportation Provider Check Applicable Boxes Name of Lodging Facility  
 \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Lodging Expenses Meal Expenses Transportation Expenses Other Expenses Total Expenses

3.1 (b) Payment(s) not related to travel:

\_\_\_\_\_ \$ \_\_\_\_\_  
 Dates (month, day, year) Total Expenses

3.2. Payment Description. Provide a specific description of the payment and its agency purpose and use.


Disneyland donated 2 tickets with a face value of \$167 to every employee of every Fire Agency in California  
See Form 802 also

3.3. Identify the officials who used the payment in Section 3.1 (See instructions)

_____	_____	_____	Alpine Fire Prot District
Last Name	First Name	Position/Title	Department/Division
_____	_____	_____	_____
Last Name	First Name	Position/Title	Department/Division

4. Verification

I authorized the acceptance of the reported payment(s) as in compliance with FPPC regulations.

 \_\_\_\_\_ Bill F. Paskle Fire Chief 04/16/18  
 Signature Print Name Title (month, day, year)

Comment: Disneyland donated 2 tickets with a face value of \$167 to every employee of every Fire Agency in California

(Use this space or an attachment for any additional information)

Clear Page

**Agency Report of:  
Ceremonial Role Events and Ticket/Pass Distributions**

**A Public Document**

<b>1. Agency Name</b> Alpine Fire Protection District Division, Department, or Region <i>(if applicable)</i> <hr/> Designated Agency Contact <i>(Name, Title)</i> Bill F. Paskle <hr/> Area Code/Phone Number      E-mail 619-445-2635                      bpaskle@alpinefire.org		Date Stamp    <input type="checkbox"/> Amendment <i>(Must Provide Explanation in Part 3.)</i>  Date of Original Filing: _____ <small><i>(month, day, year)</i></small>	<b>California Form 802</b> For Official Use Only
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**2. Function or Event Information**

Does the agency have a ticket policy?    Yes  No     Face Value of Each Ticket/Pass \$ 167.00

Event Description: Disneyland CA                      Date(s) 02 / 01 / 18                      12 / 31 / 18  
*Provide Title/Explanation*

Ticket(s)/Pass(es) provided by agency?    Yes  No     If no: Disneyland CA  
*Name of Source*

Was ticket distribution made at the behest of agency official?    Yes  No     If yes: \_\_\_\_\_  
*Official's Name (Last, First)*

**3. Recipients**

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify an outside organization.

A. Name of Agency, Department or Unit	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy
Alpine Fire Protection District	34	Policy 3007
B. Name of Individual <small><i>(Last, First)</i></small>	Number of Ticket(s)/ Passes	Identify one of the following:
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <small><i>If checking "Ceremonial Role" or "Other" describe below:</i></small>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <small><i>If checking "Ceremonial Role" or "Other" describe below:</i></small>
C. Name of Outside Organization <small><i>(include address and description)</i></small>	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy

**4. Verification**

*I have read and understand FPPC Regulations 18944.1 and 18942. I have verified that the distribution set forth above, is in accordance with the requirements.*

<small>Signature of Agency Head or Designee</small>	Bill F. Paskle <small>Print Name</small>	Fire Chief <small>Title</small>	4/16/2018 <small><i>(month, day, year)</i></small>
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Comment: Disneyland donated 2 tickets for every employee of every Fire Agency in California