



**IDYLLWILD FIRE**

**POLICY TITLE: BOARD SECRETARY**  
**POLICY NUMBER: 4045**

**4045** The Position of Secretary of the Board of Commissioners is required by state law. The Secretary certifies all actions and resolutions of the Board.

**4045.1** May serve as filing officer or filing official.

**4045.2** In the absence of the Board President (IFPD Policy 4040) and Vice President (IFPD Policy 4042), the Board Secretary shall assume their respective duties.

Original Approval Date: 03/12/2014

Board Revised Date: 10/22/2019

Board Reviewed Date: 05/24/2022

5/24/2022  
Board Approval Date

Clerk of the Board