

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Clerk of the Board
POLICY NUMBER: 4047

4047 The Clerk of the Board shall be responsible for performing the duties imposed by law or District Resolution.

The Idyllwild Fire Board of Commissioners shall appoint the Clerk of the Board. It shall be the responsibility of the Duty Chief to ensure that the duties and responsibilities of the clerk of the board are completed in a timely manner.

4047.1 The Clerk of the Board shall have the following duties:

4047.1.1 Certify or attest to actions taken by the Board when required;

4047.1.2 Sign the minutes of the Board meeting following their approval;

4047.1.3 Sign the documents as directed by the Board and sign all other items which require the signature of the Clerk

4047.1.4 Perform other duties as assigned by the Board.

4047.2 Responsibilities of the Clerk of the Board:

4047.2.1 Record the Board of Commissioners meetings. These recordings are for use by the Clerk or his/her designee only for the purpose of preparing minutes for adoption at the next regular scheduled meeting of the Board. Thirty (30) days or upon adoption of these minutes, whichever is later, the recording media will be reused.

4047.2.2 Prepare and maintain the minutes of each Board meeting.

4047.2.3 Maintain Board records and all other documents and reports, as required by law; and ensure that Commissioners receive the correspondence address to them.

4047.3.4 Receive, forward, and retain statements of economic interest or campaign statements in accordance with California Code of Regulations, Title 2, section 18227;.

4047.3.5 Maintain resolutions, ordinances, Board approved policies and District agreements; attest to ordinances and resolutions and accept correspondence on behalf of the Board.

Original Board Approval Date: 01/28/2014

Board Revised Date: 3/26/2019

Board Review Date: 3/22/2022

3/22/2022
Board Approval Date


Clerk of the Board