



IDYLLWILD FIRE

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Legal Counsel and Auditor

POLICY NUMBER: 4048

4048 The Board of Commissioners shall appoint, by a majority vote in a public meeting, a Legal Counsel to assist the Board and District in all applicable issues and activities.

4048.1 Legal Counsel shall be the legal adviser of the District and shall perform such duties as may be prescribed by the Board. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board as requested. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board.

4048.1.2 The Legal Counsel reports to the Board as a whole but is available to each Commissioner for consultation regarding legal matters particular to that Commission member's participation. No Commissioner may request a legal opinion of legal counsel without concurrence by the Board except as such requests relate to questions regarding that Commissioner's participation. Legal Counsel shall be available to the Fire Chief for consultation on applicable issues and activities. Selection of the District Legal Counsel shall be done in a noticed public meeting and be reviewed at least every five years.

4048.2 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Commission and do a complete financial audit, in accordance with state law, within 120 days of the end of each fiscal year. Selection of the Auditor shall be done in a noticed public meeting and be reviewed at least every five years.

4048.2.1 The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board and conduct an annual audit of the District's books, records, and financial affairs in accordance with state law. The Fire Chief, with Commission approval, will install and maintain an accounting system that will completely and at all times show the financial condition of the District.

Original Approval Date: 12/10/2013

Board Revised Date: 10/22/2019

Board Reviewed Date: 09/27/2022

9/27/2022
Board Approval Date


Clerk of the Board