

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Standing Finance Committee Mission, Structure, and Operations

POLICY NUMBER: 4061

4061.1 PUBLIC MEETINGS

4061.1.1 The Standing Finance Committee (COMMITTEE) will conduct its meetings and deliberations under the umbrella of the Brown Act. All meetings and deliberations will be properly noticed and open to the Public.

4061.1.2 The meetings will be held within the District Boundaries. Minutes will be taken at each meeting, with a minimum of 72 hour meeting notice

4061.1.3 The COMMITTEE possesses no authority to act on its own and serves in an advisory capacity to the Idyllwild Fire Protection District Board of Commissioners (BOARD). The COMMITTEE shall review financial reports.

4061.2 COMMITTEE MAKE-UP and QUORUM

4061.2.1 A quorum consists of any three members and must include one Commissioner.

4061.2.2 The Fire Chief (CHIEF) or designee will serve as a non-voting advisor to the Committee.

4061.3 COMMITTEE MEMBERS

4061.3.1 The BOARD may appoint up to three (3) Community members to serve on the COMMITTEE. And be reviewed on an annual basis at the regular Board meeting in December.

4061.3.2 Community vacancies can be addressed at any regular meeting of the Board.

4061.3.3 The Commissioners to serve on the COMMITTEE shall be appointed by the BOARD. The TREASURER shall serve on the COMMITTEE unless otherwise specified by the BOARD.

4061.4 COMMITTEE RESPONSIBILITIES and PROJECTS

4061.4.1 The process for establishing the annual Fiscal Year budget will begin with a draft budget prepared by Staff and submitted by the CHIEF to the COMMITTEE no later than May of each year. The COMMITTEE will review the draft budget and submit their suggested revisions to the CHIEF.

4061.4.2 The COMMITTEE, working with staff, shall review, discuss, and recommend to the Board any mid-year budget adjustments.

4061.4.3 The COMMITTEE shall review District financial reports on a periodic Basis.

4061.4.4 An updated Five (5) Year Capital Improvement Plan shall be reviewed by the COMMITTEE prior to annual adoption by the BOARD.

Original Approval Date: 03/22/2016

8/28/18
Board Revised Date


Clerk of the Board

REMOVED