



SCHELL-VISTA FIRE PROTECTION DISTRICT

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Resolution 2014-05-03

May 13, 2014

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SCHELL-VISTA FIRE PROTECTION DISTRICT OF SONOMA COUNTY, STATE
OF CALIFORNIA, APPOINTING A DISTRICT TREASURER AND DEFINING THE
DUTIES AND COMPENSATION IN THAT OFFICE

WHEREAS, the Schell-Vista Fire Protection District of Sonoma County (hereafter referred to as "District") is a fire protection district established and existing pursuant to Health and Safety Code Sections 13800 et seq, and

WHEREAS, Health and Safety Code Section 13854 allows the District to appoint a District Treasurer other than the County Treasurer, and

WHEREAS, the District wishes to streamline the procedures for paying the obligations of the District, including ensuring timely payment of payroll and being able to take advantage of discounts for early payment for goods and services, and

WHEREAS the District desires to establish a Finance Committee so to assist and oversee the District Treasurer in the payment of District obligations, and

WHEREAS, the Board of Directors wishes to establish procedures for the review, approval and payment of obligations of the District,

NOW, THEREFORE, IT BE RESOLVED, as follows:

1. District Treasurer.

- A. Commencing July 1, 2014, there shall be created the position of District Treasurer. The District Treasurer shall be the Fire Chief of the District.
- B. The District Treasurer shall be bonded to the District for the faithful performance of their duties. The amount of bond shall be \$100,000.00, or 10% of the total amount of the District's final budget for the preceding fiscal year, whichever is greater. The District shall pay the premiums on the bonds.

Board of Directors

Bob McLean
Joe Petersen
Dan Weber
Ernie Loveless
Bob Kruljac

Fire Chief

Raymond Mulas

Assistant Fire Chief

Mike Mulas

- C. The District Treasurer shall receive no compensation for performing the duties of the District Treasurer.
- D. The District Treasurer shall keep and maintain or cause to be kept and maintained, in accordance with generally accepted accounting principles, adequate and correct accounts of the properties and business transactions of the District. The District Treasurer shall further review all statements, invoices, bills or other demands for payment on the District. Any claims or demands that are pursuant to the Government Tort Claims Act (Government Code Sections 900 et seq.) or that are litigation matters shall be reviewed by the District Treasurer or the Treasurer's designee to determine if the demand for payment is in proper form and should be paid. The District Treasurer shall, from time to time, prepare reports on all such demands and present said report to the Finance Committee.

2. Finance Committee.

- A. Commencing on July 1, 2014, there shall be established a Finance Committee for the District. The committee shall be comprised of three members of the District Board. The three members shall be selected by a majority vote of the Board, said vote to be held pursuant to a motion before the Board. Each member shall affirmatively accept each appointment. Each member shall serve at the pleasure of a majority of the Board. No member of the Finance Committee shall receive any compensation for carrying out their duties on the Finance Committee.
- B. Each member of the Finance Committee shall be bonded to the District for the faithful performance of their duties. The amount of the bond shall be \$100,000.00 or 10% of the total amount of the District's final budget for the preceding fiscal year, whichever is greater. The District shall pay the premiums on the bonds.
- C. The Finance Committee shall hold regular, monthly meetings 15 (fifteen) minutes before the regular meeting of the Board of Directors of the District. Said meeting of the Finance Committee shall be held at the same place as the meeting of the Board of Directors of the District. Special meetings may be held and all meetings shall be held pursuant to all provisions of the Ralph M. Brown Act, Government Code Section 54950 et seq. A special meeting may be called by both of the members of the Finance Committee, or either member of the Finance Committee and the District Treasurer.
- D. The Finance Committee shall cause to be prepared and submitted to the District Board Monthly reports of all action of the Finance Committee. Additional reports that have been demanded by a majority of the District Board shall be prepared and presented to the District Board. The monthly reports of the Finance Committee

shall be presented to the Board at the regular meetings.

3. Payment of Obligations.

- A. There shall be established one or more District bank accounts, all such accounts requiring the signature of any two of the following persons: a member of the Finance Committee, the District Treasurer, or Chair of the Board.

- B. Payments shall be made from time to time, and as needed in order to ensure the timely payments of the District's obligations.

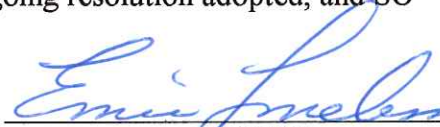
The foregoing resolution was introduced by Director Kruljac who moved its adoption, and seconded by Director Weber, and adopted on a roll call vote by the following vote:

Director Loveless Y
Director Petersen Y
Director McLean Y

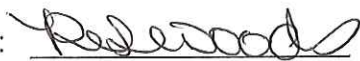
Director Weber Y
Director Kruljac X

AYES: 5 NOES: 0 ABSTAIN: 0 ABSENT: 0

WHEREUPON, the Chair declared the foregoing resolution adopted, and SO ORDERED.



CHAIR

Attest: 

Clerk of the Board