



ADMINISTRATIVE POSITIONS & DUTIES

This policy provides a “list” of the tasks required to operate the district. Due to the limited resources available to the district, the board is encouraged to adjust job duties as needed to accommodate both the desires and the abilities of available staff members and officers.

Pliocene Ridge CSD designates the **District** Fire Chiefs, and the ~~Administrative Assistant~~ **District Manager** to fulfill the duties of “General Manager”. Due to budget constraints the district is not able to hire a sole individual for this position as mandated by Gov code section 61050. Additionally, there is no desire to create a staff position that oversees the **District** Fire Chief(s). The ~~Administrative Staff~~ **District Manager** and Fire Chief(s) work in tandem and answer directly to the Board of Directors.

District Fire Chiefs

The **District** Fire Chiefs shall serve as the General Managers for their respective departments of **Fire and EMS Operations** and ~~are~~ is duly authorized by the Board to carry out all duties incidental to that position. The **District** Fire Chiefs ~~shall~~ **is responsible to perform or delegate the following tasks:**

1. ~~Appoint all officers below the position of chief within their dept.~~ **Establish the chain of command for Fire and EMS Services. Including the appointment of Officer Positions.**
2. Act as Officer in Charge ~~when in the response area.~~
3. ~~Delegate responsibilities as appropriate.~~
4. ~~Be responsible for~~ The maintenance of all **district** vehicles assigned to their Station.
5. ~~Be responsible for~~ The maintenance **and tracking** of their department's **district** equipment and property.
6. ~~Be responsible for~~ The training of Fire Department personnel including retaining training sign-in sheets.
7. Adhere to the District's Policies and Procedures.
8. Be authorized to take action sufficient to address an emergency and report those actions outside established policy and procedures to the Board at the next regular meeting. See **Purchasing Policy #2030**
9. Assist with the ongoing review and revision of Standard Operating guidelines for district personnel.
10. Assist in the development and implementation of a personnel handbook.
11. ~~Maintain inventory control in conjunction with the Treasurer and Risk Manager.~~
12. Be authorized to sign documents related to board approved actions such as the acquisition and disposition of assets and mutual aid agreements.
13. Be authorized to approve non-district community use of the firehouses per district policy # 1052 (to be developed)
14. Perform other duties as may be deemed necessary or delegated by the Board of Directors.

~~In the absence of a Fire Chief the Chain of Command shall be followed with the Assistant Chief (s) acting as interim chief until the position is filled. In the event that only one~~

Department (either Alleghany or Pike) has a Chief, that person shall serve as District Chief.

Secretary

The Secretary shall be the Clerk of the Board and is duly authorized by the Board to carry out **or delegate** the duties incidental to that position. **A Director may also serve as Secretary but only in a volunteer (unpaid) capacity.** The Secretary shall:

1. Record the minutes of all board meetings.
2. Act as Official Record Keeper for the District and ensure that records are maintained per district policy & in compliance with State Statutes including public access to public records plus secure storage of confidential records.
3. Prepare agendas and meeting packets while ensuring that all meetings are posted in compliance with the Brown Act. **Including required website updates.**
4. Prepare routine correspondence such as thank you letters and other day-to-day correspondence of a managerial nature in conjunction with other staff. (Shall assist staff with correspondence as re-quested or initiated).
5. Prepare Official Correspondence as directed by the board.
6. Report all correspondence since the last meeting at each regular meeting of the Board.
7. Prepare Resolutions as needed for Board approval and maintain a master file of all resolutions.
8. Maintain a Master Calendar and Contact list for the District Board and Staff.
9. Prepare and file the Secretary of State information filings as needed (whenever there is a change in Board members or Officers).
10. Perform other duties as requested by the Board.

Treasurer:

The Treasurer is the Chief Fiscal Officer of the District and is duly authorized by the Board to carry out **or delegate** all duties incidental to that position. The Treasurer shall:

1. Ensure that the District's bookkeeping is carried out in Compliance with Generally Accepted Accounting Principles (GAAP) **and per District Policy.** ~~with Accounting Policy # 2000 (to be developed)~~
2. Act as Accounts Receivable & Accounts Payable Clerk for District.
3. ~~Verify that the district's Purchasing Policy and other accounting policies are adhered to.~~
4. Shall assist the Board and Secretary with periodic reviews and updates of accounting procedures.
5. Process Payroll ~~as needed (no more than quarterly)~~ including all required filings.
6. Prepare a monthly Treasurer's report to be incorporated with the meeting packets showing: beginning bank balance, itemized list of expenditures for previous month, deposits and ending bank balance for previous month. Including the detail for the Reserve Fund account.
7. Prepare the annual Budget (Preliminary & Final) per Policy #2020

8. Annually: book year-end accruals donations and fixed assets (or provide the needed documentation to the auditor to prepare ~~any or all of these~~ the journal entries)
9. Facilitate the Audit and the annual State Controller filings that are prepared by the Auditor. Including signing and submitting the State Controllers Annual Financial Transactions Report signature page.
10. As needed, prepare a list of non-monetary donations for Board acceptance. Per Policy #2120.
11. Work with the Secretary to ensure that financial records are being maintained per Record Retention Policy #1021.
12. Record and monitor reserve fund balances per policy #2010.
13. Perform other such duties as may be directed by the Board.

Administrative Assistant: District Manager

The ~~Administrative Assistant~~ District Manager works in tandem with the District Fire Chief to fulfill the General Manager Requirement mandated by Gov code section 61050. The same person may serve as District Manager and Treasurer, per Gov code section 61050 c. but a Director is not permitted to serve in either capacity. The District Manager is responsible for

1. Assisting the Board and Fire Chiefs with the development and ongoing review of District Bylaws, Policies & Procedures and Standard Operating Guidelines ~~and an employee handbook.~~
2. Assisting with pursuing additional funding sources for the district, including grants and donations. Including the preparation of grant applications and all required documents for board approval.
3. Facilitating the district's support of the firewise community efforts for both ~~the Pike and Alleghany Firewise Communities~~ (see resolution # 2020-077).
4. Assisting with the development and implementation of a public relations campaign for the district.
5. Working with the District Secretary to Maintain the district's website.
6. Be authorized to sign documents related to board approved actions such as grant applications and documents related to the acquisition and disposition of assets.
7. Perform other duties as may be deemed necessary or delegated by the Board of Directors