

Duties of the Corvallis Rural Fire Protection District's Officers

Secretary

Monthly duties:

- a. Take and prepare minutes of each CRFPD business meeting.
- b. File District correspondence and documents for the public record at Locke Fire Station.
- c. Oversee the review and disposition of old CRFPD records.

Discuss, consider, decide and vote on all proposals put before the board.

Calendar of business duties:

- July:
Election of officers.
- August:
Reconciliation of contract with CFD.
- September:
Accept CRFPD's audit information after review by District's accountant.
- October:
Vote on resolution to transfer funds, when received, to the reserve funds.
- November:
SDAO Best Practices survey due (will save \$'s on insurance).
Insurance information and review with Barker-Uerlings due by December 15th.
- December:
1st installment on CFD contract due by 5th business day.
- January:
Start annual budget process for CRFPD - appoint a budget officer, set targeted meeting and publication dates.
Invoices regarding lease of fire truck(s) to the City of Corvallis for \$100 (each).
- February:
Publish the necessary public notice for the CRFPD Budget Committee.
- March:
CRFPD Budget Committee meeting.
2nd installment on contract due by 12th business day.
- April:
Publish the necessary public notice for the CRFPD Budget Hearing.
- May:
CRFPD Budget Hearing.
- June:
Final CFD contract payment due by 3rd business day of July.