

Duties of the Corvallis Rural Fire Protection District's Officers

Chairman (& Vice Chairman in his/her absence)

Monthly duties:

- a. Manage and direct regular CRFPD meetings.
- b. Delegate CRFPD business responsibilities to the other members of the Board.
- c. Act as the main contact between the CRFPD Board and the Corvallis Fire Department.
- d. Act as the main contact between the CRFPD Board and its legal counsel, George Heilig.

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.