



# CORDELIA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

2155 Cordelia Road  
Fairfield, CA 94534

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SERIES 2000: DISTRICT BOARD  
POLICY TITLE: **MEMBERS OF THE BOARD**  
POLICY NUMBER: **2022**

Newly elected members of the Board, in a regular election, shall take office on January 1<sup>st</sup> following their election. If they are elected in a special election, they shall take office the first month of the meeting following their election. If the Board of Directors appoints them, they will take office immediately upon appointment and first Board meeting after appointment.

### Duties and Responsibilities:

1. Members of the board shall be expected to maintain attendance at various meetings of the Board.
2. Participate as a member of any Board appointed committee.
3. To become familiar with the Fire Protection District Law.
4. To become familiar with various laws governing public employees and public agencies.
5. To become familiar with laws governing open meetings. (The Brown Act)
6. To become familiar with the District's operational philosophy, personnel, chain of command, services programs, facilities, and resources.
7. To become familiar with how the District is funded and how funds are administered at the County and District level.
8. To become familiar with the policies governing the District.
9. To study and ratify the District's annual budget and compensation program.
10. To refer questions/matters pertaining to District operations to the Board discussion and possible action.
11. To be an independent voice representing the District as a whole.
12. To utilize the member's specific background, experience, and expertise during the development of projects, policies, contracts, and issues which are similar in nature to the member's professional background or knowledge.

### Limitations of Authority:

1. Individual Board members do not have authority to encumber District funds or enter into any contract or arrangement without express consent of the Board.
2. Individual Board members do not have authority to direct, assign, order, or otherwise supervise District staff without express consent of the Board.