

DRAFT
DISTRICT POLICIES
February 20, 2007

Policy Title: Purpose of District Policies

Policy Number 1000

1000.1 It is the intent of the Board of Directors of the Eastern Plumas rural Fire Protection District (EPRFPD) to maintain a "Manual of Policies". Contained therein shall be a comprehensive listing of the District's current policies; being the rules and regulations enacted by the Board from time to time. The "Manual of Policies" will serve as resource for directors, staff, and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the "Manual of Policies" is in conflict with rules, regulations or legislation having authority over the District, said rules, regulations or legislation shall prevail.

Policy Title: Adoption/Amendment of Policies

Policy Number 1010

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director.

1010.2 Adoption of a new policy, amendment or an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 2/3 affirmative vote of the entire Board of Directors.

Policy Title: Harassment

Policy Number: 2200

2200.1 The District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state, or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any member of the Board or employee of the District.

Policy Title: Affirmative Action

Policy Number: 2220

2220.1 It is the policy of the District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action.

Policy Title: Equal Opportunity

Policy Number: 2230

2230.1 The District will employ persons having the best available skills to efficiently provide high quality service to the public.

Policy Title: Job Description – Administrative Secretary
Policy Number 2360

2360.1 Acts as Secretary to the Board of Directors, District Accountant, District Treasurer, and District Clerk, all subject to annual appointment by the Board.

2360.1.1 The Administrative Secretary serves as secretary to the Board of Directors; attends to administrative detail on special matters assigned by the Board; composes correspondence on own initiative on matters not requiring personal attention of the Board; writes reports and letters; and acts as office manager and receptionist.

2360.1.2 The Administrative Secretary prepares the agenda and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers, and general public regarding Board matters; and, prepares correspondence and maintains files on official actions of the Board.

2360.1.3 The Administrative Secretary acts as District Treasurer, being responsible for depositing, withdrawing, transferring, and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity; and, makes deposits and withdrawals.

2360.1.4 The Administrative Secretary processes payables, purchase orders. Maintains employee/volunteers records relating to health, liability, vehicle, and workman's compensation insurances and processes statements, documents and correspondence relating to the insurances. Maintains computer records, files, ordering office supplies for District, including preparing and processing requests-for-bids and vendor responses.

2360.1.5 The Administrative Secretary serves as District liaison with LAFCo, the State Board of Equalization, and Plumas County. Interacts with the board, volunteers, vendors, and public, Chief in office and by telephone. Serves as District historian. Prepares miscellaneous documents including petitions, resolutions, annexation, special assessments, agreements, correspondence, and newspaper ads.

2360.2 Required Qualifications. He/she must possess a high school diploma, or equivalency; knowledge of District policies and procedures and elementary accounting principles. Ability to proficiently use Microsoft Word and Excel programs in a work environment.

2360.2.1 He/she shall possess a valid California driver's license.

2360.2.2 He/she shall have knowledge of: modern office methods, practices, and equipment; and techniques of business letter and report writing.

2360.2.3 He/she should have the ability to: perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently