



BECKWOURTH PEAK FIRE PROTECTION DISTRICT

Phone: Station 1 (530) 832-1008
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fireprotectplumas@gmail.com
180 Main St. Beckwourth, CA 96129

Board Members

Rich McLaughlin
President

Daniel Smith
Vice-President

Cary Curtis
Director

Melissa Klundby
Director

Larry Smith
Director

Interim Fire Chief
Kenny Osburn

Admin. Officer
Heather Grant

FINANCE COMMITTEE CHARTER

D-R-A-F-T

PURPOSE:

The Finance Committee is established as a standing committee of the Board of Directors (BOD) to review, discuss and make recommendations to the District Board of Directors on matters related to the District's finances.

MEMBERSHIP & TERM:

Membership: The committee is comprised of Board President, Board Treasurer, the District Fire Chief, and District Administrator (Bookkeeper?)

Term: Annual

MEETINGS:

Meetings of the committee are subject to the Brown Act meeting and notice requirements. Subject to compliance and noticing requirements, the committee will meet quarterly, or as often as necessary or desirable. Meeting minutes are required for each meeting and posted to the District's website.

RESPONSIBILITIES:

Individual Committee members shall remain conversant with the District finances and keep themselves generally aware of District performance to budget. The Committee shall bring findings, concerns, and recommendations to the board. Responsibilities include:

- Develop and maintain a set District finance policies and procedures.
- Develop and present an annual District budget.
- Ongoing financial analysis of current budgets as related to operational requirements, maintenance needs, capital improvements, and long-term District projects.
- Provide guidance and recommendations regarding District audits.
- Investment of district reserves to ensure safety, liquidity, and acceptable yield.
- Review capital improvement plans and major system refurbishment/repairs.

Standing Committee Compliance with the Brown Act:

Standing committees of a legislative body, which consist solely of less than a quorum of the body, are subject to the requirements of the Brown Act. Standing committees exist to make routine and

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regular recommendations on a specific subject matter, they survive resolution of any one issue or matter, and are a regular part of the governmental structure.

Standing committees may, but are not required to, have regular meeting schedules. Even if such a committee does not have a regular meeting schedule, its agendas should be posted at least 72 hours in advance of the meeting (Section 54954.2). If this is done, the meeting is considered to be a regular meeting for all purposes. If not, the meeting must be treated as a special meeting, and all the limitations and requirements for special meetings apply.

Adopted by the Beckwourth Peak Fire Protection District Board of Directors

Signed: _____

Signed: _____

Date: _____

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