

RESOLUTION NO. 24-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WOODSIDE FIRE PROTECTION DISTRICT DESIGNATING THE FIRE CHIEF TO PERFORM THE
DUTIES OF BOARD SECRETARY**

WHEREAS, Health and Safety Code Section 13853(a), a provision of the Fire Protection District Law of 1987, provides for the Office of Board Secretary.

WHEREAS, the Board Secretary is responsible for maintaining a record of all of the actions of the Woodside Fire Protection District Board of Directors ("Board" or "Board of Directors"), in accordance with Health & Safety Code section 13868. In that regard, the duties of the Board Secretary include:

- a. Attending each session of the Board of Directors and attending committee meetings when requested to do so.
- b. Keeping and entering in the minute book of the Board of Directors a full and complete record of the proceedings of the Board at all regular and special meetings, including the entry in full of all resolutions and of all decisions on questions concerning the allowance of accounts. The vote of each member on every question shall be recorded.
- c. After each meeting of the board, delivering to and leaving with the Finance Manager all demands allowed for the payment of money.
- d. Filing and preserving, or disposing of pursuant to law, all petitions, applications, and other papers and records deposited with the Woodside Fire Protection District ("District").
- e. Authenticating with his or her signature and filing each ordinance passed by the Board.
- f. Serving as the District Clerk of the Board (also referred to as the Clerk, the District Clerk, or Clerk of the Board) and performing such duties as established by law and/or action by the Board.

WHEREAS, Health and Safety Code Section 13853(b) further provides that the Board Secretary may be either a member of the Board of Directors, or the Board may employ a clerk to perform the duties of Board Secretary.

WHEREAS, the Board of Directors desires to designate the Woodside Fire Protection District Fire Chief, an employee of the District, to perform the duties of Board Secretary.

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby designates and employs the Woodside Fire Protection District Fire Chief ("Fire Chief") to perform the duties of Board Secretary.

BE IT FURTHER RESOLVED, that the Fire Chief, in performing the duties of Board Secretary, may assign such duties to other District staff and/or consultants, while maintaining overall supervision and oversight of the performance of such duties.

PASSED, APPROVED and ADOPTED this ___ day of _____, 2024 at a regular meeting of the District Board held on _____, 2024 at 808 Portola Valley Road, Portola Valley, California 94028 with the following vote.

AYES:



NOES:

ABSENT:

ABSTAIN:

Dated:



Matt Miller, President
Board of Directors

ATTEST:



Board Secretary