



# FRESNO COUNTY FIRE

PROTECTION DISTRICT

*Honor, Integrity, Cooperation & Professionalism*

## MEMORANDUM

**Date:** 03/05/2020

**To:** Board Directors

**Attn:** Mike Del Puppo  
President

**From:** Fire District Staff

**Subject:** Appointing a District Treasurer

### BOARD OF DIRECTOR'S BRIEFING PAPER

#### ISSUE:

Since the District has bank accounts outside the control of the Fresno County Treasurer, Fresno County has asked the District for a resolution appointing a District treasurer per Health and Safety Code 13854.

#### BACKGROUND:

Since the inception of the Fresno County Fire Protection District ("District"), the Fresno County Treasurer has served as the District Treasurer. Recently Fresno County made staff aware that since the District had bank accounts outside the control of the County, the District needed to provide a resolution to the County identifying a District Treasurer per Health and Safety Code 13854.

#### DISCUSSION:

Although the County Treasurer may serve as the District Treasurer, the Fire Protection District Law (Health and Safety Code sections 13800 *et seq.*, specifically section 13854) allows the District (by resolution) to appoint its own Treasurer to directly administer District funds.

The District Treasurer must be bonded, and the transfer of County-administered District funds and responsibilities would continue to be coordinated with the County.

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If appointed, the District Treasurer would, consistent with applicable Board direction, oversee the funds and revenues of the District, administer banking accounts, and provide periodic financial statements to the District Board.

To implement the appointment of a District Treasurer, the following actions would be necessary:

- Staff would provide a District resolution to the County identifying the District Treasurer
- A bonding company would be identified to issue a surety bond for the District Treasurer
- The District's Finance Policy would be updated to reflect this change

**ALTERNATIVES:**

1. Make no changes.

**IMPACTS** (*Consider potential consequences related to each of the following areas of concern for proposed alternatives*):

- Fiscal – The fiscal impact would be the cost of the bond or slight insurance premium which is estimated to be less than \$500.
- Operational – No known Impacts
- Legal – Keeps the District compliant with California Health and Safety Code 13854
- Labor – No known Impacts
- Sociopolitical – No known Impacts
- Policy – Minor updates needed to existing District policy
- Health and safety – No known Impacts
- Environmental – No known Impacts
- Interagency – Provides assurance to Fresno County that the District has a designated District Treasurer

**RECOMMENDATION:**

Staff is recommending that the District Board of Directors approves Resolution 2020-02 appointing the District Administration Officer as the District Treasurer. It is also recommended that any Board Member makes a motion to approve Resolution 2020-02.

**APPROVED:**

  
\_\_\_\_\_  
Mark A. Johnson, Chief

3/12/2020  
Date



# FRESNO COUNTY FIRE

PROTECTION DISTRICT

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## RESOLUTION No. 2020-02

IN THE MATTER OF:

A RESOLUTION OF THE FRESNO COUNTY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS DESIGNATING THE ADMINISTRATION  
OFFICER OF THE DISTRICT AS DISTRICT TREASURER.

**WHEREAS**, the Fresno County Fire Protection District ("District") desires to appoint a Treasurer under Health and Safety Code section 13854(b), a portion of the Fire Protection Law of 1987 (Health & Safety Code ' 13800 *et seq.*); and,

**WHEREAS**, the District Treasurer's duties are to oversee, or cause to be overseen, the disposition of all funds and revenues of the District consistent with direction by the District Board of Directors; and,

**WHEREAS**, the District Treasurer shall keep, or cause to be kept, a true and accurate account of all receipts, disbursements and transactions and shall provide, or cause to be provided, periodic financial reports to the District Board of Directors accurately portraying the District's financial status; and,

**WHEREAS**, the necessary qualifications for the appointment for the District Treasurer have been satisfied by the District and the individual to be designated is the District Administration Officer, Josh I. Chrisman;

### **NOW THEREFORE BE IT RESOLVED:**

1. The District Administration Officer, Josh I. Chrisman, is appointed as the District Treasurer under the provisions of Health & Safety Code section 13854(b); and,
2. The District Treasurer is authorized to perform those duties set forth in Health and Safety Code section 13854(b); and as may be subsequently formulated by this Board of Directors; and,
3. That all necessary bonds for the faithful performance of the Treasurer's duties shall be provided consistent with Health and Safety Code section 13854(c), with the premiums for said bonds paid for by the District.

The foregoing Resolution was duly PASSED, APPROVED and ADOPTED at the regular meeting of the District Board of Directors held on the 18<sup>th</sup> day of March, 2020, at Fresno, California, on motion made by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and duly carried with the following roll call vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Michael Del Puppo, Board President

ABSTAIN:

**Certification of Resolution**

ATTEST:

I \_\_\_\_\_ duly appointed as the Clerk of the Board of the Fresno County Fire Protection District do hereby certify that the above is a true and correct copy of District Resolution No. 2020-02 passed and approved by the Board of Directors of the Fresno County Fire Protection District on the 18<sup>th</sup> day of March 2020.

DATED: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
William Ross, District Counsel

\_\_\_\_\_  
Mark A. Johnson, Fire Chief