



MASON COUNTY FIRE DISTRICT #4

TITLE: DISTRICT SECRETARY

CHAPTER: 1000 NUMBER: 1100 DATE: _____

APPROVED: _____ Brett Bishop, Chair

1. POLICY:

The fire commissioners shall appoint a secretary of the district, who may or may not be a member of the Board, for such term as they shall determine. The district secretary, if a member of the Board, shall not receive additional compensation for serving as recording secretary.

The district secretary shall keep a record of the proceedings of the Board, shall perform other duties as prescribed by the Board or by law, and shall take and subscribe to an official oath similar to that of the fire commissioners, which oath shall be filed in the same office as that of the commissioners.