



**Board Policy No. 180**  
Legal Counsel and Auditor

**SUBJECT CATEGORY: SECTION 100, GENERAL**

**180: Legal Counsel and Auditor**

180.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

180.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the Fire Chief and department heads. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation of legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interest of the District. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board.

The Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that Board member's participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board, except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District Fire Chief for consultation on applicable issues and activities.

180.3 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board.

Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

The Business Services Manager/Fire Chief will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.

Adopted: December 12, 2018

  
Clerk of the Board

  
Board President