

## **MEETING GUIDE FOR REQUIRED ACTIONS DURING 2022-23**

### **JULY – ANNUAL MEETING**

#### ***Annual***

Final Budget Approved

Resolution – Authorizing the El Dorado County auditor-controller to put Fire Special Tax on tax roll and authorizing them to collect our taxes.

Conflict of Interest 2022– No Resolution necessary

RRM/CLM contract Renewal Discussions will start again in 2026

### **SEPTEMBER**

#### ***Annual***

Resolution – Meeting Dates

Resolution – VFA Grant may require a resolution during the July meeting, dependent on Cal FIRE process.

Fire Chief / General Manager Annual Bonus Review.

### **DECEMBER**

None Scheduled

### **MARCH**

Next Election process will start again for November 2024 for Cathcart/Malley/G. Calof by Resolution

Approval of Annual Audit March 2023

### **MAY**

#### ***Annual***

Resolution – Gann Act – must be approved prior to approval of budget

Preliminary Budget Approved

Three Resolutions for 1) Fire Department Response Away from their Official Duty Station; 2) Overtime and Portal to Portal Pay for Employees; 3) Personal Away from their Official Duty Station and Assigned to An Emergency Incident (Strike Team Salary for CAL-OES) and non-resolution for FD Salary with normal OPS and Wildland OPS for current season

Resolution – CFAA Agreement or updates authorizing the agreements to be signed by the Fire Chief.

Resolution – CAL-OES Annual Salary Survey, authorizing the salary survey to be signed by the Fire Chief

Resolution – Adjust Special Fire Tax 1.5%, to provide to and ensure El Dorado County auditor-controller is authorized to put on the tax increase on the tax roll, authorizing them to collect our taxes to be done again 2023

Auditor Proposals and selection May 2023

### ***Every Four Years***

Resolution – Election of Board Candidates (Casey/Hart) – next time 2026

Resolution – To submit to the voter’s renewal of the existing Fire Special Tax (includes what ballot will state) process starts September 2025 for 2026

### **NON-SCHEDULED**

Resolution – FEPP Program resolution on request by Cal FIRE authorizing the FEPP agreement to be signed by the Fire Chief.

Resolutions may be required from time to time for the continued operation of the Fallen Leaf Lake Community Services District.