

CLACKAMAS FIRE DISTRICT #1
Position Description

Title: Budget Committee Member **Length of Term:** 3 years **Effective Date:** 4/21/2021

Budget Committee Structure:

(Reference ORS 294.414)

The Clackamas Fire District #1 Board of Directors (Board) shall establish a Budget Committee in accordance with the provisions of ORS 294.414. The Budget Committee shall consist of the members of the Board and a number, equal to the number of members of the Board, of electors of the municipal corporation appointed by the Board; if there are electors fewer than the number required, the Board and the electors who are willing to serve shall be the Budget Committee; **and** if there are no electors willing to serve, the Board shall be the Budget Committee.

The members of the Budget Committee shall receive no compensation for their services as members of such committee.

Appointed members of the Budget Committee may not be officers, agents, or employees of the municipal corporation. Members shall be appointed for terms of three years with terms staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

If any appointed member is unable to serve the term for which the member was appointed, or an appointed member resigns prior to completion of the term for which the member was appointed, the Board of Directors shall fill the vacancy by appointment for the unexpired term.

The Budget Committee shall at its first meeting after its appointment elect a presiding officer from among its members.

Duties of the Budget Committee:

The operational goals and priorities of Clackamas Fire District #1 are outlined in the Strategic Business Plan adopted by the governing body. It is the role of the Fire District leadership team to determine the most effective means to meet those goals and priorities. The Fire District's Budget Officer prepares and presents a Proposed Budget document detailing the financial plan for the upcoming fiscal year. The Proposed Budget explains the allocation of resources that the Fire District leadership team believes will be necessary to attain those goals and priorities.

Per ORS 294.426 and 294.428, the Budget Committee shall:

- a) Receive the budget message
- b) Receive the Proposed Budget document
- c) Provide members of the public with an opportunity to ask questions and comment on the budget document
- d) Discuss and revise the Proposed Budget, as needed
- e) Approve the Proposed Budget document and recommend adoption to the Board
- f) Approve the proposed property tax levies and recommend adoption to the Board