

**RESOLUTION # 2019-11-01**

**GOLDEN GATE FIRE PROTECTION DISTRICT**

**RESOLUTION DESIGNATING THE  
REPORTING STRUCTURE OF THE ADMINISTRATIVE ASSISTANT**

**WHEREAS**, the Board of Directors of the Golden Gate Fire Protection District (“District”) has hired an Administrative Assistant to support the District in its daily business activities; and

**WHEREAS**, the Board of Directors of the District, as recommended by SDA, has determined that it is appropriate to define the reporting structure of this position; and

**WHEREAS**, the Board of Directors of the District has determined that it is appropriate to adopt a policy on such reporting structure; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Golden Gate Fire Protection District that the paid Administrative Assistant shall report directly to the Golden Gate Fire Protection District Chief. The District Chief shall be the designated supervisor of the Administrative Assistant. It is acknowledged that the Administrative Assistant will split their time for work between the District Chief and the District Treasurer by approximately 60% with the District Chief and 40% with the District Treasurer. These are approximate values of which the District Chief will manage.

**Effective Date.** This Resolution shall take effect and be enforced immediately upon its approval by the Board of Directors of the District.

The foregoing Resolution was approved and adopted this 21<sup>st</sup> day of November 2019.

GOLDEN GATE FIRE PROTECTION  
DISTRICT

By: \_\_\_\_\_

  
Board President