

- D. The Chairman and Treasurer shall sign and witness all resolutions and ordinances adopted by the FFIB, all contracts entered into by the FFIB, and all minutes of FFIB meetings. Other FFIB written communications (i.e., reports, communications, correspondence and any other papers presented to or acted upon by the FFIB) shall be signed by the Chairman.
- E. The Chairman, with the advice and consent of a simple majority of the FFIB, may appoint a Vice Chairman from among the Trustees, who shall assume the duties of the Chairman in the absence of the Chairman.
- F. The Chairman, with the advice and consent of a simple majority of the FFIB, may appoint a Secretary who shall be responsible for insuring all resolutions, ordinances, reports, communications and any other papers presented to or acted upon by the FFIB are carefully filed and preserved, and shall perform such duties as are imposed upon him or her by law or by action of the FFIB. A Secretary so appointed may be a FFIB Trustee, or may not be a FFIB Trustee, but if not a FFIB Trustee the Secretary would serve in an ex officio capacity (right to be present at FFIB meetings and deliberations, but not to vote on FFIB matters).

2.05 AUTHORITY OF TRUSTEES

The FFIB may act only in a properly convened meeting, where a quorum is present (Section 2.11) and upon approval by a simple majority of FFIB Trustees present at said meeting. No Trustee shall have the authority to act for the FFIB or under the title of his or her FFIB position unless specifically authorized by statute or by the FFIB. Any act delegated to a Trustee must be approved or ratified by the FFIB.

2.06 WRITTEN LIST FOR FFIB EXPENDITURES

- A. The FFIB shall develop and maintain a list of those items that the FFIB determines to be appropriate for expenditure by the FFIB with FFIB funds as provided by law (70 ILCS 705/11i(f)). The FFIB shall review this list as needed, but minimally semi-annually, and shall update the list as deemed necessary by the FFIB. Any such updated list should replace a prior list in its entirety in order to avoid confusion and inappropriate expenditure of FFIB funds. The Chairman shall provide the current list of FFIB expenditures to the District's Board of Trustees.
- B. In its role as the corporate authority of the Plainfield Fire Protection District, the District Board of Trustees retains ultimate responsibility for expenditure of public monies on behalf of the District and the District's fire department. As such, the District's Board of Trustees shall have the final authority to approve or deny, but not to alter or amend, expenditure of public monies for items recommended for expenditure of FFIB funds by the FFIB pursuant to law (70 ILCS 705/11i) and these policies. FFIB Trustees and District officers, staff and personnel shall ensure that FFIB funds are expended only on items included on the FFIB list approved by the District Board of Trustees.
- C. The Chairman shall ensure distribution of the District Board of Trustees approved FFIB expenditure list to FFIB Trustees. Authorization for expenditure of items of the District Board of Trustees approved FFIB expenditure list shall be considered to exist upon approval of said list by the District Board of Trustees. The Treasurer, or the Secretary if appointed and with FFIB consent, shall ensure a copies of the approved expenditure lists, current and superseded editions, are retained with FFIB records. The Treasurer, or the Secretary if appointed pursuant to Section 2.04 and with FFIB consent, shall ensure appropriate documentation recording verifying approved expenditure pursuant to the approved list is retained with FFIB records.