

## **Ambulance District Board of Director Annual Agenda Items**

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January	Certify candidates for election/non-election
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February	
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March	Approve Financial Report and Audit Report by April 1st if not prepared by a CPA (assumes fiscal year is the calendar year)
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April	Declare election results and reorganize the board
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May	Approve Financial Report and Audit Report by June 1st if not prepared by a CPA (assumes fiscal year is the calendar year)
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June	Depository bids (every 4 years after 1997)
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July	
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August	Adopt budget, conduct hearing, and set tax levies by September or October 1st (depending on county classification)
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September	Ethics Report "Opt Out" Resolution by 15th, if board chooses to opt out
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October	
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November	Declare election and candidate filing
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December	Appoint auditor for current fiscal year ending
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### **Other Items to Be Added**

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Assess EMS Chief's performance (formally quarterly or annual);

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Bid all liability and property insurance every 6 years;

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Bid hospitalization, medical, and life insurance policies every 3 years

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