

# Blue Ridge Fire District

## Governing Board Handbook & Bylaws

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## Introduction

The Governing Board(Board) of the Blue Ridge Fire District (BRFD) has approved this handbook and bylaws to guide governing board members with the necessary information needed to govern with excellence. This handbook is to assist existing and new members of the Blue Ridge Fire District Governing Board to understand roles and expectations relating to their capacity as an elected official. BRFD consulted many sources, such as the Arizona Revised Statutes (A.R.S.), Arizona Fire District Association (AFDA) publications and educational seminars, and other related authorities to establish these guidelines.

## First Officials Acts

As part of the first official acts, all board members shall complete the required onboarding process. Pursuant to [A.R.S. § 38-232](#), Board members shall affirm and sign an oath of office before being seated after being elected or appointed. The same applies to each subsequent term. Pursuant to [A.R.S. § 38-431.01\(G\)](#), all Board members shall review the [Open Meeting Law \(O.M.L.\) materials](#) provided by the Secretary of State at least one day before taking office and sign a Statement of Compliance, indicating that they have done so.

In addition, Board Members shall complete a contact information form, declare any potential conflicts of interest annually, and sign an acknowledgment form after reading and understanding the guidelines discussed in this handbook.

## Orientation

All new Board Members are invited to an orientation session to provide them a basic understanding of the District. The Fire Chief will administer the orientation session.

General Topics:

- Familiarization and introduction of staff;
- Familiarization and tour of the District and the fire stations within the District;
- Chain of command;
- Explanation of the Arizona Revised Statutes;
- Who the District serves;
- Tour, explanation, and demonstration of various apparatus and equipment;
- Description of the volunteer program.

Board Members will have a BRFD email address to be used for district business. Monthly board packets, study session information, and other pertinent district information will be distributed electronically to each of the Board members via email. To protect the Board Member's privacy, please use the email address provided by the District and not a personal email address to conduct district business. All correspondences related to District business are subject to public records requests; if a personal email is used, it is subject to being searched for District-related correspondence.

## Commitments

Board Members shall be committed to the following practices to accomplish their responsibilities to the best of their ability:

- Attend and actively participate at fire board meetings, work sessions, & public hearings.
- Review Board packets before each meeting to arrive prepared; ensure adequate and current information is obtained to make informed decisions; keep informed of developments relevant to issues before the Board.
- Work to accomplish the mission of the Fire District; unite for a common cause; respect the opinions of fellow board members and Fire District staff; refrain from being publicly critical of fellow Board Members' views outside of board meetings.
- Exercise independent judgment on decisions that come before the Board.
- Board Members shall not discuss confidential proceedings outside the Board meetings.
- Accept, respect, and support the Board's majority decisions; recognize authority is vested in the Board as a group and not in individuals.
- Recognize that the Board's job is to ensure that the Fire District is well managed, not to manage the operations of the Fire District.
- Recognize/Understand that the Fire Chief is the Board's sole employee.
- Avoid interfering with the duties of the Fire Chief or undermining the chief's authority; recognize the chain of command.



# BYLAWS

## ARTICLE I: GENERAL

1. Purpose: These Bylaws set forth the general rules and guidelines of conduct for the Blue Ridge Fire District Governing Board.
2. Conflict with Applicable Law: In the event of any conflict in the laws governing the conduct of the Board, then such conflict shall be resolved by applying the regulating authority in the following order of priority: (a.) Arizona Revised Statutes Annotated; (b.) the Bylaws for the Blue Ridge Fire District (c.) the Standing Rules of the Board; and (d.) Robert's Rules of Order.
3. Reference to Applicable Law: Any reference made in the Bylaws to controlling or applicable law, rules, or regulations shall include all pertinent amendments there to.
4. Definitions: The following definitions shall apply to these Bylaws:
  - a. "Board" shall mean the Governing Body of the Blue Ridge Fire District.
  - b. "District" shall refer to the Blue Ridge Fire District.
  - c. "Standing Rules" shall mean the rules and regulations adopted by a majority of the Board from time to time as they are needed in establishing guidelines for a District meeting and Board Member conduct. Standing Rules may be amended by a majority vote of the Board.
  - d. "Qualified Elector" shall mean a resident of this state who has registered to vote at least twenty-nine days before the election as a resident within the district boundaries. ([A.R.S. § 48-802](#)).

## ARTICLE II: THE BOARD

1. Members: There shall be five (5) members of the Board.
2. Qualifications: A member of the Board must be a qualified elector of the District for at least 1 year at the time of their election and must remain so during their incumbency. Employees of the District shall not be members of the Board, and conversely, a member of the Board shall not be an employee of the District ([A.R.S. § 48-802](#)).
3. Election or Appointment: Board Members will be elected or appointed in accordance with the laws of the State of Arizona.
4. Term: Board members are elected for a term of four (4) years. Each newly elected member shall take the Oath of Office ([A.R.S. § 38-231](#)) following the date that the balloting results are canvassed by the County Board of Supervisors, receipt of Certification of Election, and prior to the regular December meeting. ([A.R.S. § 38-232](#)). The term of each member shall begin on the first day of the month following that member's election. Per Article 22 § 13 of the Arizona Constitution "The term of office of every officer to be elected or appointed under this Constitution or the laws of Arizona shall extend until his successor shall be elected and shall qualify."
5. Duties and Responsibilities: The members of the Board are vested with the authority for managing the affairs of the District, pursuant to the laws of the State of Arizona governing the management of fire districts.
6. Statutory Training: Board members who are elected or appointed to the Board and the Fire Chief shall attend six (6) hours of professional development training within 12 months of election or appointment. The training is provided by the Arizona Fire District Association (AFDA) per [A.R.S. § 48-803\(I\)](#).

7. Authority of the Board: The authority of the Board is governed by the laws of the State of Arizona.
8. Compensation: The Board shall serve without compensation and will only be reimbursed for any actual and reasonable expenses incurred on behalf of the District.
9. Vacancies: In the event that there is a vacancy on the Board caused by the death, resignation, or any other reason of a Board member, then this vacancy may be filled by a qualified elector selected by a majority of the remaining Board members in a manner determined by the remaining Board members. An individual selected by the Board shall serve until the expiration of the term of the Board member whose position they replaced. Board member's term will be deemed vacant if the person holding the office ceases to discharge the duties of office for the period of three (3) consecutive months per [A.R.S. § 38-291\(6\),\(7\)](#).
10. Role of the Blue Ridge Fire District Board: The Board shall act through a majority of a quorum by action taken at public meetings. The Board has the ULTIMATE RESPONSIBILITY TO ADMINISTER THE DISTRICT. The Board's responsibilities are set forth, in part, in [A.R.S. § 48-805](#).
  - a. The Board shall appoint a Fire Chief who shall be the Chief Administrative and Operations Officer and who shall be responsible for all firefighting and EMS activities. The Fire Chief shall hold his position at the pleasure of the Board and may be removed, with or without cause, unless a contract is entered into which qualifies said relationship. The position of Chief, Assistant Chief and the other officers of the District shall be in accordance with the District Policies and Procedures, subject to the approval of the Board. In addition to the duties and responsibilities of the Fire Chief described in the District's Rules of Procedure, the Fire Chief will be responsible for the day-to-day operations of the District, hiring and management of personnel (including discipline), reporting and assisting the Board in the development of a District budget, obtaining quotes on purchases such as construction projects and vehicles, and reporting to the Board on a regular basis as to the activities of the District. ([A.R.S § 48-803](#))
  - b. The Board shall be responsible for adopting the District's budget ([A.R.S § 48-805.02](#)) and adopting District policies.
  - c. The Board may delegate authority to the Fire Chief to perform specific duties on behalf of the District.
  - d. The Board shall not engage in District operations and defers these duties to the Fire Chief to carry out in furtherance of the District's mission, policies, and standard operating guidelines.

Note:

- i. This provision is not to be interpreted that Board Members cannot talk to employees or that employees cannot speak to Board Members; nor does it mean Board Members cannot visit District facilities (including fire stations) or participate in any scheduled ride-along. Board Members are encouraged to be exposed to the workings of the District and to educate themselves to better represent both the District and the community they serve as a Board Member. However, Board Members shall conduct themselves professionally and shall NOT interfere with the duties of BRFD personnel.
  - ii. Consistent with section (d)(iv) below, in the event, a Board Member obtains, from any source, information that may impact the District (in either a positive or negative manner), the Board Member shall report the information to the Fire Chief.
- e. Board Members shall respect the District's Chain of Command.
    - i. Board Members shall become familiar with the District's Meet & Confer document,



Memorandum of Understanding (MOU.), and Administrative Policies.

- ii. Board Members shall defer all operational issues to the Fire Chief.
  - iii. Any Board Member approached by an employee regarding a personal or personnel matter involving the District should refer the employee to the employee's direct supervisor or another officer or labor representative and shall notify the Fire Chief as may be set forth in Administrative Policy.
  - iv. Each Board Member should communicate, during a public meeting, (pursuant to an appropriately noticed agenda item), all substantive or significant information relevant to the District (whether positive or negative) that the Board Member obtained from sources apart from the board meetings or through correspondence addressed to all Board Members.
11. Role of Individual Board Members: Board members individually have no authority to act on behalf of the District. Board members shall use their best efforts to make decisions based on the best information available and use their best efforts to ensure each of the other Board members have the same information available upon which decisions in the District's best interest are made.
12. Disclosure: Generally speaking, a Board Member of the District should not participate in or take action on any item in which the Board Member, a Board Member's business or a Board Member's family has a financial interest or a "substantial interest" ([A.R.S § 38-503](#)).
- a. In the event that it is determined that a Board Member has a conflict of interest, that conflict of interest will be disclosed in writing and placed in the permanent records of the District. The Board Member shall also declare on the record the existence of the conflict, and refrain from participation in Board consideration, discussion or action as it relates to that subject matter involving the conflict of interest. There are rare circumstances in which a Board Member may participate, even though a conflict of interest exists. This is generally referred to as the "rule of impossibility". This generally refers to situations where the Board is incapable of taking action by reason of the declared conflict of interest. In those circumstances the Board Member with the conflict shall declare the conflict, make it part of the record, and then continue to participate.
  - b. Board Members may not participate in any action item or in the consideration of any item which involves the hiring of a person related to a Board Member. ([A.R.S § 38-503\(A\)](#))
  - c. A Board Member of the District may not, except under circumstances narrowly defined under Arizona Law, enter into a contract to provide services, materials or equipment to the District for compensation. ([A.R.S § 38-503\(C.2\)](#))

### ARTICLE III: OFFICERS

1. Officers: The Board shall be administered by a Chairperson and a Clerk.
2. Qualifications: All officers must be members of the Board.
3. Election: All officers must be nominated by at least one Board Member and must be elected by a majority vote of the Board. ([A.R.S. § 48-803](#))
4. Term: All officers shall serve for a term of one (1) year. Officers may be reelected at the end of any term. The term of office shall be calculated from the date of the first meeting held in December of each year.
5. The Chairperson: The Chairperson is primarily responsible for ensuring that the business of the public meetings is transacted in a proper order and is reasonably expedited. The Chairperson must ensure that

all members observe the appropriate procedure, and that order and decorum is observed at the meetings.

6. **The Clerk:** The Clerk is the official custodian of all the records of the District, responsible for all pre-meeting postings and notices, keeping of meeting minutes, and performing such other and further duties in the meeting as may be required by the Board. The Clerk, in the event of the Chairperson's absence or inability to act, shall have all the authority of the Chairperson.
7. **PSPRS Pension Board Chairperson:** The Board Chairperson, or the Chairperson's designee Board member, shall also serve as the local Pension Board Chairperson. Each employer who participates in PSPRS must establish a five-person Local Board, which includes a chairperson, two appointed persons, and two individuals who are contributing members of the Plan (elected by secret ballot election from all the contributing membership for that group). <https://www.psprs.com/employers--local-boards/>
8. **Alternative 457b Pension Board of Trustee:** The Board Chairperson, or the Chairperson's designee Board member shall be a member of the Alternative 457b Pension Board of Trustees.
9. **Removal of Officers:** An officer may be removed for just cause in the following manner: at least two (2) members must propose the removal of any one officer. In order for an officer to be successfully removed from office, a majority of a quorum of members of the Board must vote for such removal.
10. **Death or Resignation of Officers:** Any officer may resign at any time by giving the Board Chairperson and Fire Chief written notice of their resignation. Upon resignation or the death of an officer, the office shall be deemed to be vacant as of the date of death or resignation.
11. **Vacancies:** In the event that an office of the Board becomes vacant, the Board shall elect a replacement at the next meeting after the occurrence of the vacancy to fill the vacant position or as soon thereafter as practical under the circumstances. The newly elected officer shall then serve until the expiration of the term of the officer whom they replaced.

#### **ARTICLE IV: BOARD COMMITTEES (A.R.S § 38-431)**

1. **Formation:** The Board Chairperson or the Board as a whole may direct the formation of a committee. In addition, any member of the Board who is present at a meeting may propose establishing a committee. A committee may be appointed for one of the following purposes or any other purpose deemed reasonable by the Board:
  - a. To consider and recommend suitable action on any other matter referred to;
  - b. To investigate a specific issue and report facts with its opinions thereon;
  - c. To represent or act for the District in a specific matter.
2. **Term:** The committee may serve for a term or purpose, as designated by the Chairperson or Board. Should the committee fail to make its recommendations or file its report within the designated term, the Board may extend such term or discharge the committee as it sees fit.
3. **Membership Qualifications:** Any individual residing within or out of the District may be appointed as a committee member. Nominations for membership to the committee may be made by the Board or made by appointment from the Chairperson. In the event that nomination is made from the Board, then the member may only qualify if they receive a majority vote of those Board Members present at the meeting.
4. **Authority of the Committee:** A committee is authorized to perform only such acts as are within the reasonable scope of the committee's objective. Expenses incurred by the committee must receive prior



approval of the Board and must be reasonable in scope.

5. Records of Committee: The committee is required to keep the minutes of its meetings and abide by applicable Open Meeting Laws.
6. Reports to the Board: The committee shall present its written report or recommendations to the Board at a public meeting designated by the Board.
7. Discharge: The committee is discharged at the time of making its report or recommendations to the Board, unless:
  - a. The Board requests the committee to review the report or recommendations and make modifications;
  - b. The Board decides to discharge the committee prior to the making of the report; or
  - c. The committee is a standing committee.
8. Structure: The members of the committee shall appoint a Chairperson and a Clerk. The Chairperson is the member who reports to the Board.

## ARTICLE V: MEETINGS

1. Meetings: The Board or Committees formed by the Board will follow the Open Meeting Law per [A.R.S. § 38-431](#) and all public meeting requirements under Arizona law.
2. Notice: Notice of the meeting of the Board or Committees formed by the Board will be given per [A.R.S. § 38-431.02](#) and shall include an agenda of the matters to be discussed or decided at the meetings.
3. Quorum: Three (3) Members of the Board shall constitute a quorum. Board members may attend in person or remotely to be considered present. Should the Board members present at the meeting fall below the required number for a quorum, then the meeting may be reconvened at a designated later time or date when a quorum is present.
4. Agenda: The agenda must be available to the public at least 24 hours in advance of the meeting, unless (a.) an actual emergency exists, or (b.) a meeting has been recessed and except for an emergency situation, only matters listed on the agenda and other matters related thereto may be discussed, considered, or decided at the meeting. [\(A.R.S. § 38-431.02\)](#)
5. Regular Meetings: Regular public meetings shall be held monthly, on such a day and time as determined by the Board.
6. Special Meetings: At the written request of two (2) Board Members, the Chairperson shall call a Special Meeting by giving the notice required by law and providing an agenda for the Special Meeting as required by Arizona Revised Statutes. In the event the Chairperson fails to call a Special Meeting, at the written request of two (2) Board Members, the Clerk shall call the Special Meeting.
7. Ratification of a Prior Act: The notice requirement for ratifying a prior act taken in violation of Arizona law is 72 hours. Ratification must occur within 30 days after the discovery of the violation or after such discovery should have been made by the exercise of reasonable diligence. The procedure for ratification is prescribed in [A.R.S § 38-431.05\(B\)](#).
8. Emergency Meetings [\(A.R.S. § 38-431.02\)](#): In the case of an actual emergency, less than 24 hours' notice of a meeting may be given, and the notice that is given shall be appropriate to the circumstances generating the emergency; however, there are three (3) requirements that must be

met which are as follows:

- a. Prior notice as is reasonable must be given;
  - b. An announcement must be made at the meeting of the reasons necessitating the emergency meeting;
  - c. A statement must be made in the minutes of the meeting setting forth the reasons for the emergency meeting; and
  - d. Within 24 hours after the meeting, a public notice must be posted declaring that an emergency session has been held and setting forth the information required by statute. ([A.R.S. § 38-431.02\(D\)](#))
9. Meeting Recessed: Less than 24 hours' notice may be given when a properly noticed meeting is recessed to a later date. Prior to recessing a meeting, notice must be publicly given as to the time and place of the resumption of the meeting or the method by which notice shall be publicly given. ([A.R.S. § 38-431.02](#))
10. Order of Business: The order of business at a Board meeting is generally as follows; however, the order of business may be changed by the Chairperson or majority of the Board:
- a. Call to Order and Pledge of Allegiance
  - b. Roll Call and a determination that a quorum exists
  - c. Call to the Public
    - i. CALL TO THE PUBLIC: ([ARS 38-431.01 \(H\)](#)) - A public body may make an open call to the public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
  - d. Review and Adoption of the Agenda
  - e. Review and Adoption of the Minutes from previous meeting(s)
  - f. Announcements
  - g. Reports and Correspondence
    - i. Chairperson's Report
    - ii. Chief's Report
  - h. Review and Adoption of the Financial Report
  - i. OLD BUSINESS
  - j. NEW BUSINESS - new Business Items/Future Agenda Items. A Board Member may bring forth general topics for future meeting agenda. However, the Board may not discuss, deliberate, or take any action on the topics presented pursuant to [A.R.S. § 38-431.01\(H\)](#).
  - k. Adjournment
11. Minutes: The written minutes record all official acts of the District taken by the Board.



12. The Approval, Ratification, and Amendments to the Minutes: The Board Meeting minutes shall be approved, amended, or modified at the next regular or special meeting or as soon thereafter as is reasonable. Upon review and approval of the minutes, those minutes shall be signed by the Clerk.
13. Conduct of the Meeting: The Chairperson will preside at all regular, special, or emergency meetings. In the event that the Chairperson is not present, then the Clerk will preside. In the absence of the Chairperson Clerk, a temporary Chairperson shall be selected by the Members of the Board to act during such absence. The meeting shall also be conducted pursuant to the following requirements:
  - a. Voting will be done by voice vote or a show of hands in a manner sufficient to give the Chairperson notice of each member's vote. In the event that any Board Member requests a roll call count, then the Chairperson shall require a roll call vote.
  - b. The public shall have access to all meetings except for Executive Session.
  - c. The Board may arrange for participation by telephone or video conference for a Board Member otherwise unable to attend in person. In the event that a telephone or video conference is made available, there should be a clear identification of all members participating by such method and the minutes of the meeting should identify members participating by telephonic or video communications and should describe the procedures followed.
  - d. The Consent Agenda is intended to streamline the purchase of items or services, which are included in the District's budget. Therefore, any Board Member may request that an item be removed from the Consent Agenda and considered separately. If such a request is made the Chairperson may alter the order of business to consider the separate item either before or after the remainder, if any, of the Consent Agenda.

## ARTICLE VI: EXECUTIVE SESSIONS

1. Requirements: Before the Board goes into Executive Session, a majority of the members constituting a quorum must vote at a public meeting to hold such an Executive Session. The vote may permit the holding of an Executive Session during or immediately following the public meeting or at some later date, whether specified or to be scheduled. ([A.R.S. § 38-431.03\(A\)](#))
2. Notice: If an Executive Session is to be held, the agenda shall identify the specific provision of law authorizing the Executive Session. There are seven specific instances that apply to BRFD in which a public body may discuss matters in an executive session:
  1. Personnel Matters - discussion or consideration of employment, assignment, appointment, promotion, demotion, salaries, discipline, resignation, or dismissal of a public officer, appointee, or employee of a public body. ([A.R.S. § 38-431.03\(A\)\(1\)](#)).
  2. Confidential Records - considers or discusses records exempt by law from public inspection. ([A.R.S. § 38-431.03\(A\)\(2\)](#)).
  3. Legal Advice –discussion or consultation for legal advice with the attorney or attorneys of the public body. ([A.R.S. § 38-431.03\(A\)\(3\)](#)).
  4. Litigation, Contract Negotiations, and Settlement Discussions - discussion or consultation with the attorneys of the Board in order to consider its position and instruct its attorneys regarding the Board's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation. ([A.R.S. § 38-431.03\(A\)\(4\)](#)).
  5. Discussions with Designated Representatives Regarding Salary Negotiations - discussions or



consultations with designated representatives of the District in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedules or compensation paid in the form of fringe benefits of employees of the District. [\(A.R.S. § 38-431.03\(A\)\(5\)\)](#).

6. International, Interstate, and Tribal Negotiations - discussion, consultation, or consideration for international and interstate negotiations. [\(A.R.S. § 38-431.03\(A\)\(6\)\)](#).
7. Purchase, Sale or Lease of Real Property - discuss and consult with its representatives concerning negotiations for the purchase, sale, or lease of real property. [\(A.R.S. § 38-431.03\(A\)\(7\)\)](#).
3. **Agenda:** The agenda for an Executive Session shall include only a general description of the matters to be considered and shall not contain information that would defeat the purpose of the Executive Session.
4. **Confidentiality:** The Chairperson, or other person conducting the Executive Session in the absence of the Chairperson, shall advise all persons present of the confidential nature of Executive Session. [\(A.R.S. § 38-431.03\(C\)\)](#)
5. **Limitation on Conduct in Executive Session:** The Board may not take an informal or preliminary vote or a final vote or make a final decision in the Executive Session; such action must be taken at a public meeting convened for that purpose. At the public meeting after the Executive Session, sufficient information should be given to the public to apprise the public of the action's basic subject matter.
6. Legal action involving a final vote or decision shall not be taken at an executive session, except that the public body may instruct its attorneys or representatives as provided in subsection A, paragraphs 4, 5 and 7 of this section. A public vote shall be taken before any legal action binds the public body.
7. Except as provided in section [A.R.S. § 38-431.02](#), subsections I and J, a public body shall not discuss any matter in an executive session that is not described in the notice of the executive session.
8. Disclosure of executive session information pursuant to this section or section [A.R.S. § 38-431.06](#) does not constitute a waiver of any privilege, including the attorney-client privilege. Any person receiving executive session information pursuant to this section or section [A.R.S. § 38-431.06](#) shall not disclose that information except to the attorney general or county attorney, by agreement with the public body or to a court in camera for purposes of enforcing this article. Any court that reviews executive session information shall take appropriate action to protect privileged information.
9. **Emergency Executive Session:** An emergency executive session may be called provided that:
  - a. Such prior notice as is practical shall be given to the public.
  - b. The reason for the emergency session is announced publicly immediately prior to the executive session; and
  - c. Within 24 hours after the emergency executive session, an agenda is posted setting forth the information required pursuant to [Article VI, Section 4](#).

## ARTICLE VII: MAINTENANCE OF RECORDS

1. **Records Retention:** The Board follows all Arizona Revised Statutes and Arizona State Library, Archives, and Public Records Retention Schedule [\(GS-1016\)](#) for all records, including minutes and agendas. It is the responsibility of the Clerk to maintain all the records of the District and to keep such records in current order.



2. Written Minutes: The minutes must be taken of all public meetings, committee meetings, and executive sessions, and contents follow Arizona Revised Statutes Annotated ([A.R.S. § 38-431.01\(B\)](#)). Either written minutes or a meeting recording must be available for public inspection within three (3) working days after the meeting, except that no recording of any executive session is available to the public. ([A.R.S. § 38-431.01\(D\)](#)) The following information must be in the minutes:
  - a. The date, time, and place of the meeting.
  - b. The members of the Board recorded as either absent or present.
  - c. A general description of the matters discussed or considered even where no formal action or vote is taken with respect to those matters. With respect to the executive session, the general description shall be deemed sufficient if it refers to the sub-section of [Article VI, Section 1](#) under which the executive session was held. An accurate description of all legal actions proposed, discussed, or taken and the names of persons who proposed and seconded each motion. The minutes must also reflect how the body voted and the breakdown of the vote of each member, if not unanimous.
  - d. The name of each person making a statement or presenting material to the Board and a specific reference to the action the statement or presentation relates to.
  - e. A full description of the nature of any emergency matter, specifically including, but not limited to, the circumstances necessitating the emergency.
  - f. In the event that a prior act is ratified, a copy of the disclosure statement is required for such ratification.
3. Maintenance of Records: A record of all notices, including a copy of each notice posted and information regarding posting date, time, and place, must be kept. ([A.R.S 39-00121.01\(B\)](#))
4. Tape Recordings: Minutes may be taken in writing or may be recorded by tape recorder or videotape recorder. Recordings must be retained for 90 days after dates of meeting and after meeting minutes transcribed, or summarized and approved ([GS-1016](#))
5. Executive Sessions: The minutes of an executive session must be kept confidential. The Board must advise all persons present at the executive session as to the executive session's confidential nature, and the minutes should reflect that such advice was given. The minutes of an executive session must contain the following information:
  - a. The date, time, and place of the meeting.
  - b. The members of the Board recorded as either present or absent.
  - c. A general description of the matter considered, along with reference to the sub-section of the statute under which the executive session was held.
  - d. A statement for the reasons for any emergency considerations of any matters not on the agenda.
  - e. Instructions to legal counsel or to the representative of the District in labor or real estate negotiations.
  - f. Such other information as the Board deems appropriate.
6. Disclosure of Minutes of an Executive Session: Minutes of and discussions made at executive sessions shall be kept confidential except from ([A.R.S. § 38-431.03\(B\)](#))
  - a. Members of the public body that met in executive session.
  - b. Officers, appointees or employees who were the subject of discussion or consideration pursuant to subsection A, paragraph 1 of this section.



- c. The auditor general on a request made in connection with an audit authorized as provided by law.
  - d. A county attorney or the attorney general when investigating alleged violations of this article.
7. **Committees:** Committees shall keep minutes of their proceeding. The committees shall present their reports and/or recommendations at a public meeting, and the minutes of such public meeting must reflect the substance of the report and/or recommendation. The minutes should also reflect the names of the committee members supporting the report or recommendation and the names of those committee members not in support of the report or recommendation.
  8. **Agendas:** The agendas for all meetings shall be preserved with the written minutes of each meeting and must be maintained as specified in Arizona Revised Statutes and Arizona State Library, Archives, and Public Records Retention Schedule for all records, including minutes and agendas.

## ARTICLE VIII: FINANCES

1. **Fiscal Year:** The fiscal year of the District shall be a twelve (12) month period beginning on July 1, and ending on June 30 of the following year.
2. **Annual Report to Coconino County:** The Board or designee shall submit an annual report to Coconino County pursuant to the requirements of the law of Arizona, as amended from time to time. ([A.R.S. § 48-251](#))
3. **Annual Budget:** The Board shall prepare an annual budget containing detailed estimated expenditures for each fiscal year. The budget must clearly show the salaries payable to the employees of the District, including the Fire Chief. Notice of the budget must be given as required by the law of Arizona and must be adopted by the Board pursuant to those laws. Copies of the budget must be available to members of the public upon written request. A complete copy of the adopted budget shall be posted in a prominent location on the District's official website per [A.R.S. § 48-805.02\(A\)](#).
4. **Annual Estimate:** No later than August 1st of each year, the Chairperson must submit to the Board of Supervisors of Coconino County an estimate, certified by items, of the amount of money required for the equipment and maintenance of the District for the ensuing year, less the amount due from the county Fire District Assistance Tax. In all other ways, the annual estimate must comply with the requirements of the laws of the State of Arizona ([A.R.S. § 48-805.02\(B\)](#)).
5. **Authorized Expenditures:** The Board is authorized to make expenditures as is permitted by Arizona laws, as amended from time to time ([A.R.S. § 48-805](#)). The Board may, by resolution of a majority of the members constituting a quorum, adopt a purchasing policy which may, among other things, include specific authority for officers, appointees, or employees of the District to make expenditures and have signature authority pursuant to the purchasing policy. In addition, the purchasing policy may be amended from time to time by a majority vote of the members constituting a quorum.

## ARTICLE IX: EXECUTION OF DOCUMENTS

1. **General:** All documents, instruments or any written material whatsoever binding upon the District shall be executed by the Chairperson of the Board for the District, or in the Chairperson's absence, by the Clerk, provided, however, that the Board may authorize other Board Members, the Chief, or other District officers, employees, or appointees of the District to execute documents, instruments, or other written material on behalf of the District.
2. **Finance Documents:** All documents, instruments, and any written material whatsoever which evidence money owed by, or money owed to, the District should be executed by a minimum of two (2) Board

Members or a Board Member and Fire Chief.

## ARTICLE X: PENSION BOARD

1. Participation in the Public Safety Personnel Retirement System (PSPRS) and Pension Fund: The Blue Ridge Fire District participates in and conforms to the state standards for the PSPRS. Nothing in this Article shall be construed in a manner contrary to PSPRS standards or requirements. The Local Pension Board shall be organized under and follow procedures as set forth under [A.R.S. § 38, Chapter 5, Article 4: Public Safety Personnel Retirement System](#).

## ARTICLE XI: AMENDMENT

1. Interpretation: These Bylaws will be interpreted, to the fullest extent possible, in accordance with Arizona law. In the event any portion of these Bylaws is contrary to a provision of Arizona law, that portion shall be of no further force or effect; however, the remaining provisions of these Bylaws shall remain in full force and effect.
2. Amendment of Bylaws: Amendments to these Bylaws may be proposed in writing at any regular or special public meeting of the Board. Such proposed amendments shall be acted upon at the next regular public meeting of the Board or at a special public meeting called for that purpose and shall be adopted by an affirmative vote of a majority of the Board Members present. Notice of intention to present an amendment to these Bylaws for adoption shall be contained in the notice of the meeting.

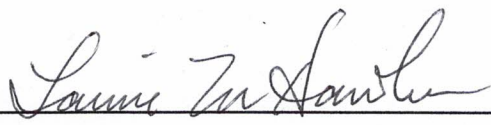
APPROVED AND ADOPTED by the Blue Ridge Fire District Governing Board at a public meeting on **March 18, 2023.**

These By-Laws/Rules of Procedure were adopted as of the 6th day of August, 2011.

Revised by Amendment on 20<sup>th</sup> day of May, 2017.

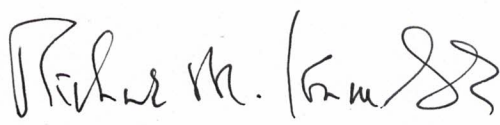
Revised by Amendment on 18<sup>th</sup> day of March, 2023.

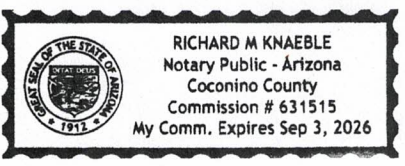
CHAIRPERSON:   
Mike Bourne

CLERK:   
Laurie Hawke

State of Arizona County of Coconino

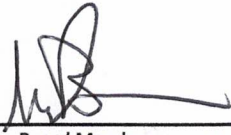
The following instrument was acknowledged before me on this 18<sup>th</sup> day of March 2023 by Laurie Hawke, Clerk of the Governing Board of the Blue Ridge Fire District.

  
Notary Public





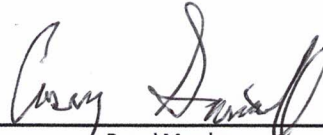
**Acknowledgement of Blue Ridge Fire District Governing Board Handbook and Bylaws:**



Board Member

3/18/2023

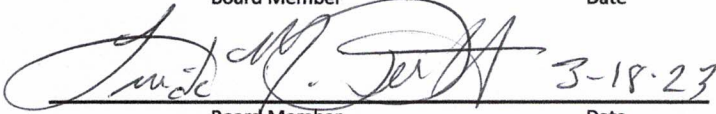
Date



Board Member

3/18/23

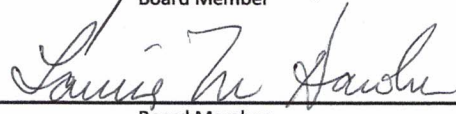
Date



Board Member

3-18-23

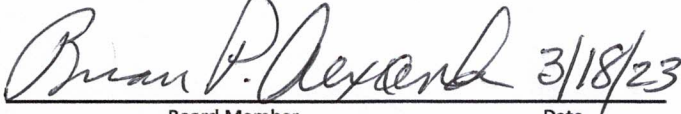
Date



Board Member

3/18/23

Date



Board Member

3/18/23

Date