

**BYLAWS  
RINCON VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS**

The Fire Board of the Rincon Valley Fire District, considering the provisions of Title 48, Chapter 5 of the Arizona Revised Statutes, hereby adopts the following Bylaws for the regulation and governing of the District. These Bylaws shall not supersede the Arizona Revised Statutes governing Fire Districts.

**ARTICLE I-NAME**

The name of the District is Rincon Valley Fire District (the "District"). The District is located in Pima County in and around the unincorporated community of Vail, Arizona.

**ARTICLE II-PURPOSE**

The purpose of the Rincon Valley Fire District is to provide fire protection and emergency medical services, for the protection of life and property, to all persons and properties within the jurisdictional boundaries of the District' and to certain persons and properties outside of the jurisdictional boundaries of the District as determined by the District's Board. All funds shall be used for public purposes as in the best interests of the District.

**ARTICLE III- BOARD OF THE DISTRICT**

**SECTION 1. MEMBERS**

The District shall be governed by a Fire Board (the "Board"). Members of the Board shall be those individuals elected or appointed pursuant to A.R.S § 48-801 et. seq. The number of such members shall be five serving staggered terms. If a vacancy occurs on the Board, other than from the expiration of a term, the Members of the Board remaining shall, within 90 days of the vacancy, appoint a qualified elector to fill the vacancy to serve for the remainder of the term.

Employees of the District shall not be members of the Fire District Board and conversely, a member of the Fire Board shall not be an employee of the Fire District. (A.R.S. § 48-805.B.1)

**SECTION 2. MEETINGS**

Regular public meetings shall be held monthly on such day and at such time as the Board may from time to time determine. Special meetings and executive sessions shall be held at the call of the Chairperson or upon the request of three members of the Board. The Clerk shall give at least two (2) days notice of all Board meetings to all Board Members. The Clerk shall prepare or cause to be prepared an agenda and post the agenda in at least two locations within the district boundaries accessible to the general public and the District's website, at least twenty-four (24) hours in advance of the time scheduled for said meeting. Should the Chairperson or the Clerk not be available for any Board

**BYLAWS  
RINCON VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS**

Meeting, a quorum of the Board shall elect, by majority vote, a temporary Chairperson or Clerk. All actions of the Board shall be by majority vote of those members present.

**SECTION 3. QUORUM**

The presence of at least three (3) out of five (5) members of the Board shall constitute a Board quorum for the transaction of any business at any Board meeting; the act of majority of such quorum shall be deemed an act of the Board.

**SECTION 4. POWERS**

The Board shall have the powers, authority and responsibility consistent with Arizona law and shall be obligated to make decisions in the best interests of the District. The Board shall be responsible for establishing the District's policies and hiring and supervising the District's Fire Chief who will responsible for carry out the District's policies and the District's policies and the District's operations.

**SECTION 5. REMUNERATION**

Members of the Board shall not receive any salary or other compensation for services rendered as members of the Board. Members may be reimbursed for their actual and reasonable expenses incurred in performance of duties required by law. (ARS § 48-803.C).

**ARTICLE IV-OFFICERS OF THE BOARD**

**SECTION 1. OFFICERS**

Although each board member is responsible for effective, efficient and sound governing of the District, the Board will select from its members a Chairperson and a Clerk. All such officers shall have the authority to perform, within the policies established by the Board; all acts necessary in conjunction with the activity and responsibilities of the Board for the operation of the District.

**SECTION 2. CHAIRPERSON**

The Chairperson of the Board shall have, but not be limited to the following authorities and responsibilities:

- 1) Shall conduct the office of the Chairperson as a guide and administrative force for the Board. The Chairperson is a member of the Board. The Chairperson may make proposals, suggestions, motions, and seconds and vote in the same manner as the other Board members.
- 2) May be one of the signers of all checks for the District Board.

**BYLAWS  
RINCON VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS**

- 3) Will have the authority to sign contracts and legal documents as required providing the Board has approved the contracts and/or legal documents.

**SECTION 3. CLERK**

- 1) Shall assume the duties of the Chairperson in his/her absence.
- 2) Shall prepare or cause to be prepared an agenda, post an agenda in at least two locations within the district boundaries accessible to the general public and the District's website.
- 3) May be one of the signers of all checks for the Board.
- 4) Shall inform the Board of all correspondence at Board Meetings.
- 5) Shall keep or cause to be kept accurate minutes of all Board meetings to include notes, vote actions, filing of minutes, and/or tape recordings of meetings, and all other records as the Board may deem appropriate.
- 6) Shall notify the Clerk of the County Board of Supervisors of the scheduled date of the regular Board Meetings.
- 7) Will have the authority to sign contracts and legal documents as required providing the Board has approved the contracts and/or legal documents.

**SECTION 4. FIRE CHIEF**

The Fire District Board shall make the selection of the Fire Chief. The Fire Chief will be a paid position with the job description outlined in a contract between the Board and the Fire Chief. The Board establishes the basic duties of the Fire Chief, subject to amendment from time to time, to include but are not limited to managing, supervising and directing all aspects of District operations including:

Operations including fire prevention, suppression and rescue and ambulance.

- 1) Employment, scheduling and directing the workforce including hiring and firing, promotion, demotion, and discipline.
- 2) Purchasing, equipment storage and salvage.
- 3) Maintenance of vehicles, facilities and equipment.
- 4) Communications and maintenance.
- 5) Training.
- 6) Community relations.
- 7) Development and implementation of Standard Operating Procedures (SOP's).
- 8) Oversees contracts for services.
- 9) Processing fire/rescue/ambulance billing.
- 10) Preparation of reports and record keeping associated with any of the above including the proposed budget.
- 11) Submit a Chief's report at all regular Board meetings to include, but not limited to the following:
  - A. A report of all Fire Department activities since the last Board meeting.
  - B. A report of maintenance of apparatus and equipment.
  - C. A report on training activities.
  - D. Communications and emergency medical reports as required.

**BYLAWS  
RINCON VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS**

- E. Other special reports as required or requested by the Board.
- F. All reports rendered by the Chief shall be entered into the minutes of the meetings and shall be filed as such.
- G. A report of calls taken.

**SECTION 5. DUTIES OF THE BOARD AND FIRE CHIEF**

The Board and the Fire Chief shall perform the duties and exercise the powers usually incident to positions held by them and/or such other duties and powers as may be assigned to them from time to time by the Board or as contained in the District policy statement for the Board and the Fire Chief.

**SECTION 6. MEMBERS DUTIES**

The duties of the Board shall include, but are not limited to:

- 1) Take all steps necessary and reasonably required to be prepared for Board meetings.
- 2) Attend statutorily required classes and satisfy statutory education requirements.
- 3) Make all decisions in the best interests of the District.
- 4) Be familiar with and comply with statutory and common law obligations.
- 5) Follow best practices for efficient and effective District governance.

Certain record keeping, clerical function or financial reporting duties may be delegated to an Administrative Manager or Assistant employed by the board.

A Member may be censured for not fulfilling their duties. The Board may entertain a motion to "censure" the offending board member and enter into the minutes the basis for the motion and urge the offending board member to undertake specific corrective action.

**SECTION 7. ELECTION AND TERMS OF OFFICE**

The Board officers shall be elected for a one year term at the December meeting each year.

An officer of the Board may be removed in the following manner. At least two (2) Board members must propose the removal of any one officer. In order for an officer to be successfully removed from office, a quorum of the majority must vote for such removal.

An officer may resign at any time by giving the Board written notice of his/her resignation.

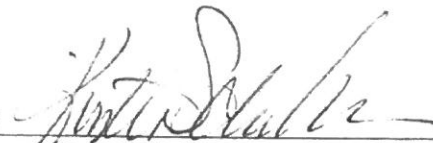
**SECTION 8. AMENDING BYLAWS**

**BYLAWS  
RINCON VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS**

These bylaws may be amended as required by a majority vote of the Members with 30 days notice of the nature of the proposed amendment.

**SECTION 9. INTERPRETATION**

All references to statutes include as they may be amended or renumbered from time to time.

Approved  \_\_\_\_\_  
Board Chairperson

Approved  \_\_\_\_\_  
Board Clerk

Approved \_\_\_\_\_  
Board Member

**RINCON VALLEY DISTRICT GOVERNINGBOARD  
MEMORANDUM NO. 2014- 021  
REQUEST FOR BOARD ACTION**

**Type of Action Requested:**

**Agenda Item:**

Formal Action/Motion

Review, Discussion and Possible Action to approve new bylaws of the Rincon Valley Fire District.

Information Only

Other

<b>DATE:</b>	August 4, 2014
<b>TO:</b>	Board of Directors
<b>FROM:</b>	Jayme Kahle, Fire Chief
<b>DISCUSSION:</b>	<p>I recomend that we adopt the attached bylaws.</p> <p>This item was discussed at the July board meeting. The bylaw changes are needed since the board will be going from a three meember board to a five member board. In addition, some best practices throughout the state were added.</p> <p>Staff made the requested changes and had our attorney, review this document. Miss Aversa has approved of this document.</p>
<b>FISCAL IMPACT:</b>	N/A