



# FOREST LAKES FIRE DISTRICT FIRE BOARD AND CHIEF POLICY POLICY NUMBER 0002



## **Purpose**

This policy sets guidelines and defines responsibilities for the Forest Lakes Fire District Board and for the Forest Lakes Fire Chief in accordance with Arizona Revised Statutes 48-805 and 38-487.

## **Definitions**

Forest Lakes Fire Board consists of five elected members from the Forest Lakes community.

Forest Lakes Fire Chief is a full time employee hired by the Forest Lakes Fire Board.

## **Policy**

### **Fire Board General Policy**

1. The Forest Lakes Fire District is a political subdivision of the State of Arizona and is subject to the Arizona Revised Statutes.
2. The Fire Board of Forest Lakes Fire District has the ultimate responsibility for the protection of life and property within the District boundaries and that of the contracts for fire protection.
3. Arizona Revised Statute (ARS) 48-805 defines the powers and duties of the elected Board as it pertains to the creation and operation of the fire district.
4. Board members shall be familiar with all ARS provisions that pertain to Fire Districts. Membership in the Arizona Fire District Association, which serves as a resource for Fire Districts in Arizona, shall be maintained for all Board members to facilitate awareness of ARS matters.
5. The Forest Lakes Fire District through its Officers, Board Members, Committees, Bylaws and Policy Statements shall oversee the organization of the fire district and its operations to assure compliance with all ARS provisions and make such recommendations as are necessary for the efficient operation of the fire district.
6. Rules of Journal. The Board shall determine its own rules and Order of Business subject to state law. The Board shall keep a journal of its proceedings and the journal shall be open to public inspection during regular office hours.
7. The Fire Board shall enact a set of Bylaws to help keep the district on an orderly plan of operation. Bylaws cannot be changed or amended except by majority consent of Board Members present at a meeting called for that purpose.

### **Fire Board Code of Ethics**



## FOREST LAKES FIRE DISTRICT FIRE BOARD AND CHIEF POLICY POLICY NUMBER 0002



The Fire Board members occupy positions of public trust. Board Members shall adhere to both the spirit and the letter of the laws of the State of Arizona pertaining to conflicts of interest.

In addition to matters of pecuniary interest, the Board shall refrain from making use of special knowledge or information before it is made available to the general public; shall refrain from violation of Board rules; shall refrain from influencing the employment of District employees or fire department members (other than the Fire Chief); and shall refrain from using their influence as members of the body in attempts to secure contracts, or other favorable action for friends, immediate family members or business associates.

The Fire Board shall adhere to all provisions of the Open Meeting law of the state of Arizona.

### **Fire Board Duties and Responsibilities**

- 1) The Board members shall elect a Chairperson, a Clerk and a Treasurer from its members.
- 2) The Chairperson shall act as the Chief Executive Officer of the district.
- 3) The Clerk shall maintain all public records for the district and shall fill in for Chairperson as required.
- 4) The Chairperson, with the cooperation of the other Board members, shall hold public meetings at least once each calendar month.
- 5) The Chairperson, with the cooperation of the other Board members, shall establish the agenda for the upcoming meetings and post such agenda in accordance with open meeting law provisions.
- 6) The Chairperson, with the cooperation of the other Board members, shall assure meeting minutes are taken for all meetings and that they are published in accordance with open meeting law provisions.
- 7) The Chairperson, with the cooperation of the other Board members, shall assure that executive session meetings are held only with strict compliance with open meeting law provisions.
- 8) The Board shall authorize the preparation of an Annual Budget detailing estimated expenditures for the year, with the support of the Fire Chief and his/her staff.
- 9) The Board shall determine the level of service necessary for the protection of life and property within the district.
- 10) The Board shall determine the compensation payable to all personnel in the fire district.



## FOREST LAKES FIRE DISTRICT FIRE BOARD AND CHIEF POLICY POLICY NUMBER 0002



- 11) The Board shall appoint or hire a Fire Chief, who shall serve at the pleasure of the Board. The Fire Chief selection shall be the result of an open process, including a national search if deemed appropriate.
  - a. The Chairperson, with the cooperation of the other Board members, shall appoint a search committee well in advance of the expiration of the fire chief's contract for purposes of selecting the new leader of the department.
  - b. The Chairperson, with the cooperation of the other Board members and the search committee, shall assure that all candidates for the fire chief position, including the incumbent, if one exists, are treated fairly.
  - c. The Chairperson, with the cooperation of the other Board members and the search committee, shall have the authority, after reviewing the incumbent's record of performance, to dispense with the competitive selection process and extend the incumbent's contract.
  - d. The Board may not engage a Fire Chief who is related by any family relationship to any member of the Board. Potential candidates for either the position of Fire Chief or membership on the Board shall be screened to ensure no such relationship exists.
- 12) The Board shall assure that the proposed budget expenditures do not exceed revenues, including taxes levied and collected to pay expenditures specified in the budget.
- 13) The Board shall assure that two Board members (or their designees) shall countersign all warrants and checks for expenditures and shall not be the originator or the payee of warrants signed.
- 14) The Board shall publish an annual financial report.
- 15) The Board shall see that an annual inventory of Fire District property is conducted and is reconciled with the prior year's inventory.
- 16) The Board shall retain a certified public accountant to assist with Annual Financial Reports and Audits.
- 17) The Board shall assist the State Fire Marshal in the enforcement of State Fire Protection Standards.
- 18) The Board shall have the right to retain private legal counsel for Board actions.
- 19) The Board shall have the authority to accept gifts, contributions, bequests, and grants, and comply with any special requests attached to such, on behalf of the Fire District.
- 20) The Board shall approve all contracts and agreements necessary to carry out the purposes of the district and fire district.
- 21) The Board shall have responsibility for contract, agreements and certain expenditures as related to:
  - a. Fire Protection Agreements
  - b. Ambulance Agreements
  - c. Mutual Aid Agreements
  - d. Mutual Response Agreements



## FOREST LAKES FIRE DISTRICT FIRE BOARD AND CHIEF POLICY POLICY NUMBER 0002



- e. Consultant Agreements
  - f. Capital Improvement and Capital Expenditures
  - g. Purchases of or alterations to District Real Estate
  - h. Building Construction or Alterations
- 22) The Board shall have responsibility to enter into contracts and execute any agreements or instruments and do any other act necessary or appropriate to carry out its purpose.
- 23) The Board shall have authority to pay membership dues to the Arizona Fire District Association.
- 24) The Board shall conduct an annual evaluation of the Fire Chief and make an assessment of fitness for duty.
- 25) The Board shall require the Fire Chief to pass an annual physical evaluation and test.
- 26) The Board shall require attendance of the Fire Chief at all Board meetings unless excused.
- 27) The Board Chairman, Fire Chief or their Designee are the only authorized individuals permitted to speak for the Board or Fire District to the media.
- 28) The Board shall support a Fire Auxiliary organization whose role is to raise funds for and provide support to the Fire District.
- 29) The Board shall be responsible for developing and maintaining bylaws and policies needed to establish the District's rules of engagement and governing practices.
- 30) The Board shall have the authority to appoint special committees that may include community members as the circumstances dictate.
- 31) As it is possible that any Board member may be related to paid members of the Staff, be they Paid On Duty Staff or Paid On Call staff, should any topic come before the Board for consideration that will, in any way, create a conflict of interest between the Board member and the Staff family member, the Board member is obligated to recuse him or herself from participation or discussion of that topic. Should the Board member not willingly do so, the Board Chair may declare that Board member recused from participation or discussion.

### **Fire Chief Duties and Responsibilities**

The Fire Chief is appointed at the pleasure of the Forest Lakes Fire Department Board of Directors and can be removed with or without cause.

The Fire Chief shall be the Chief Administrative and Operations Officer.



## FOREST LAKES FIRE DISTRICT FIRE BOARD AND CHIEF POLICY POLICY NUMBER 0002



The Fire Chief of the District and the Fire Chief's designees shall be a thoroughly familiar with the Arizona Revised Statutes, rules and regulations pertaining to Fire District and the District By-Laws.

Certain duties and responsibilities are delegated hereafter to the Fire Chief. It shall be the Fire Chief's duty, through appropriate records and reports, to keep the Board and its committees informed as to the status of the operation of said Fire District at all times.

The Fire Chief may authorize emergency repairs to apparatus, buildings and equipment in order to preclude further damage or interruption of emergency operations. Every attempt should be made to contact appropriate Board members prior to such actions.

The Fire Chief shall keep the Board and/or Standing Committees apprised of necessary and needed actions.

The Fire Chief and/or his/her designees shall be available to meet with the Board and its committees as necessary to give advice on matters pertaining to operation of the Fire District.

The Fire Chief and/or his/her designees shall prepare detailed and technical reports regarding fire protection/medical requirements and recommendation for improvements.

The Fire Chief shall not cause expenditures to be made that will exceed the budgetary limitations set forth in each fiscal budget.

### **Fire Chief Specific Duties and Responsibilities**

1. Training and Training plans
2. Personnel
3. Qualifications for employment
4. Job Description
5. Rules and regulations
6. Disciplinary measures and/or dismissal
7. Promotional practices
8. Qualification for merit increases
9. Assignments and transfers.
10. Staffing Procedures and Practices
11. Support the Clerk of the Board in Management of Records and Reports



## FOREST LAKES FIRE DISTRICT FIRE BOARD AND CHIEF POLICY POLICY NUMBER 0002



12. Support the Board in Budget preparation and Fiscal Management
13. Resource Allocation and Utilization
14. Plan, Organize and Direct Activities of the Department
15. Medical Services and Other Medical Emergency Operations
  
16. Fire Prevention and Related Activities
17. Communications
18. Repairs and Maintenance
19. Evaluation, Productivity, Research and Planning
20. Community Relations

The Fire Chief and staff shall publish and maintain the Fire District SOG (Standard Operating Guidelines) Manual, which will include all categories outlined in the above, "Specific Duties and Responsibilities". The Fire Chief and his/her staff shall be responsible for the contents of the SOG. The Board shall approve the SOG upon recommendation by the Chief. The Board still has ultimate responsibility for the District to comply with all Federal, State, and County Laws and regulations.

Once the Board approves the SOG, the Board may review any and all actions of the department related to the SOG. This review is limited to the determination as to whether or not the SOG was followed and not the specifics of any actions taken. The Board may request that particular sections of the SOG be reviewed by subject matter experts for possible changes at any time, with or without reason.

The Fire Chief and his/her administration staff shall work with the Finance and Budget Committee for budget generation and monitoring.

The Fire Chief shall be the single point of contact for any and all directions to the department personnel by the Board. However, this does not in any way preclude access to the administration staff by the Board to support functions required by law.

### **AMENDMENTS/RESOLUTIONS**

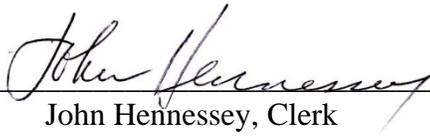
Amendments to this Policy Statement may be proposed in writing at any regular or special public meeting of the Board. Such proposed amendments shall be acted upon at the next regular public meeting of the Board or at a special public meeting called for that purpose, and shall be adopted by an affirmative vote of a majority of the Board members present. Notice of intention to present amendments to this Policy Statement for adoption shall be contained in the notice of the meeting. In case of conflict between the Arizona State Law or the District Bylaws and this Policy Statement, Arizona State Law or the District Bylaws shall govern.



**FOREST LAKES FIRE DISTRICT  
FIRE BOARD AND CHIEF POLICY  
POLICY NUMBER 0002**



Approved by the Forest Lakes Fire District Board on: 08-15-2020

  
\_\_\_\_\_

John Hennessey, Clerk