

BYLAWS OF THE FOREST LAKES FIRE DISTRICT

The Board of the Forest Lakes Fire District, considering the provision of Title 48, Chapter 5 of the Arizona Revised Statutes (A.R.S), hereby adopts the following Bylaws for the regulation and governing of the District. These Bylaws shall not supersede the A.R.S. governing Fire Districts.

ARTICLE I - NAME

The name of the district shall be Forest Lakes Fire District. The district is located in the community of Forest Lakes, Arizona.

ARTICLE II - PURPOSE

The purpose of the Forest Lakes Fire District shall be to provide fire prevention and control, emergency medical services, and ambulance service for the protection of persons and property within the defined boundaries of the District as approved by the Board of Supervisors of Coconino County. These services may also be rendered outside the District when requested. The Forest Lakes Fire District may support the Coconino County Sheriff's Department in Search & Rescue as requested. When called upon the Forest Lakes Fire District shall join with the Mogollon Rim Mutual Alliance and the Northern Gila County Chiefs Association (NGCCA) to provide mutual aid assistance.

ARTICLE III - BOARD OF THE DISTRICT

Section 1 - Members

Members of the Board shall be those individuals elected or appointed pursuant to A.R.S.~48-802, ~48-803 and ~48-805. The number of such members shall be five who shall serve terms as designated in A.R.S. ~48-803.

If a vacancy occurs on the Board, other than from the expiration of a term, the Members of the Board remaining shall fill the vacancy by appointment of an interim member to serve out the vacancy. (A.R.S. ~48-803-B.1).

Members of the Forest Lakes Fire District shall not be members of the Board and conversely a member of the District Board shall not be an employee of the District (A.R.S.~48-805-B.1).

Section 2 - Meetings

The new Board shall hold an organizational meeting, after the results of balloting are canvassed by the County Board of Supervisors, for the purpose of electing Board's officers including a Chairperson, a Clerk, and a Treasurer.

Regular public meetings shall be held monthly on such day and such time as the Board may from time to time determine.

Special Meetings, Executive Sessions and Workshop Meetings shall be held at the call of the Chairperson or upon the request of two members of the Board. The Clerk shall give at least twenty four hours notice of all Workshop and Special Meetings to all members of the Board.

Should the Chairperson or Clerk not be available for any meeting of the Board, a quorum of the Board shall elect, by majority vote, a temporary Chairperson.

Action by the Board shall be by majority vote of those members present. Members joining by teleconference shall be considered present.

Notices of all meetings listing agenda items shall be posted on the Forest Lakes Fire District website and on the bulletin board in front of the District's Annex building at least twenty-four hours in advance of the time scheduled for said meeting.

Robert's Rules of Order (newly revised) shall be used as a guide to the conduct of Board meetings.

Section 3 - Quorum

The presence of at least three members of the Board shall constitute a quorum for the transaction of any business at any meeting. When less than a quorum is present, the Board members present may adjourn or recess such meeting but may not otherwise transact district business.

Section 4 - Powers

The public business, property and affairs of the Forest Lakes Fire District shall be managed by the Board. The Board shall have and may exercise all the powers of the District as provided by Arizona law to do all such acts and things that are not by law or by these Bylaws directed or required to be done by the electorate.

Section 5 - Remuneration

Members of the Board shall not receive any salary or other compensation for such services as Members of the Board. Members may be reimbursed for their actual expenses incurred in the performance of duties required by law. (A.R.S.~48-803.C)

ARTICLE IV - OFFICERS OF THE DISTRICT

Section 1 - Officers of the Board

The officers of the District Board shall be:

- The Chairman, who shall be Chief Executive Officer
- The Clerk, who shall be responsible for the Minutes of the Board meetings, all correspondence and records of the District and shall be the Executive Officer in the absence of the Chairperson.

- The Treasurer shall oversee the payment of all District capital and operating expenses and present a monthly statement of finances. The Treasurer shall serve as Chairperson of the Finance/Budget committee.

All officers shall have general authority to perform within the policies set by the Board and all acts necessary or advisable in connection with the activities and responsibilities of the Board for the operation of the District.

Section 2 - Fire Chief

The Board shall appoint or hire a Fire Chief who shall be the Chief Administrative and Operations Officer and who shall be responsible for all hiring, fire fighting, prevention, training and medical activities.

The Fire Chief shall hold his position at the pleasure of the Board and may be removed with cause or without cause with 30 days notice.

The Fire Chief shall be the sole employee of the Board and shall hire or appoint all other members of the Forest Lakes Fire District.

Section 3 — Duties of the Board and Fire Chief

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

Section 4 - Election and Terms of Office

The term of office for each District Board Member shall be four (4) years from the first day of the month following each member's election. These elected terms shall begin with three members one year followed by two members two years later.

The Board Officers shall be elected at the Organizational Meeting of the Board as provided in Section 2 of Article III, and shall assume office on December 1st, immediately following the November election and serve for a term of two (2) years and may be re-elected.

In order for an officer to be successfully removed from office, at least two (2) Board members must propose the removal and at least three (3) members of the Board must vote for such removal.

Replacement of a Board Officer for any reason shall require the re-election of all Board Officers and appointments of Committees.

ARTICLE V - THE COMMITTEES OF THE BOARD

Section 1 – Finance/Budget Committee

Every second year, the Chairperson shall appoint, subject to ratification and approval by the Board, the members to the Finance committee.

The Finance/Budget Committee shall consist of the Treasurer and one other Board member, the Fire Chief plus one or more members from the community at large. It shall consolidate all budget requests from itself and all other appropriate sources and present an Annual Budget for the following fiscal year as well as a second year's projected budget to the entire Board covering all operations of the District. When, after public hearings, the Board adopts the Budget, it shall be final and shall serve as a guide to the District's financial activities and to limit the District's expenditures.

The District may not operate at a deficit or incur indebtedness (A.R.S. ~48-805.D) unless the voters approve the issuance and sale of bonds by the County (A.R.S. ~48-806), a compliant lease-purchase arrangement is created, or unless there is insufficient cash in the County Fund to operate the District, and the Chairperson authorizes, on or after July 10, the borrowing of funds against the District's receipt of taxes in accordance with the procedure set forth in (A.R.S. ~48-807).

The Finance/Budget Committee shall, through conventionally recognized accounting and control procedures, provide for the approval and payment of all District capital and operating expenses by issuing warrants on the Coconino County Treasurer signed by two Board approved signers.

It shall recommend to the Board a Certified Public Accountant to perform an Annual Financial Statement and an Audit of the District's books.

All Capital purchases or Capital improvements shall be subject to review and approval by the Board before a commitment is made.

The annual budget shall contain detailed estimated expenditures for the fiscal year. It shall clearly show salaries payable to employees of the District.

The Budget shall be posted on the District's website and the bulletin board in front of the District's Annex building at least (30) days prior to a public hearing at a meeting called by the Board to adopt the budget.

Copies of the budget shall also be available to members of the public upon written request to the District.

Following the public hearing the Board shall adopt the budget at a public meeting of the Board.

Section 2 - Strategic Planning Committee

A Strategic Planning Committee shall be appointed by the Chairman. It shall consist of Board members and the Fire Chief. Additionally, members from the community shall be encouraged to participate and contribute. It shall meet periodically, at the request or discretion of the Board or the Fire Chief. Their duties shall be to review and update the objectives of the Fire District and to coordinate the Strategic Plan with the Finance/Budget Committee.

Section 3 - Special Subcommittees

The Chairperson may appoint, with the approval of the Board, such other committee(s) as he/she may deem necessary or expedient for the proper conduct of the affairs of the District, and may invest such groups with such powers and duties as the Board deems advisable.

The committee(s) so appointed shall serve until the purpose for which they were created has been accomplished or until the next District Board Officers' election, whichever shall first occur.

Section 4 - Annual Report

The Board shall cause the annual records and affairs of the District for each fiscal year to be audited by a certified public accountant. An Annual Financial Report shall be prepared in the form prescribed by the State Auditor (A.E.S. ~48-251 and ~48-253).

Section 5 — Forest Lakes F.D. Alternate Pension/Benefit Plan

Financial management of this plan shall be the responsibility of the Board of Trustees of said plan. Members of the Board of Trustees shall conform to the Plan's Bylaws. Said Board shall meet no less than annually or as needed, meetings to be called by the Board of Trustees Chairperson

The FLFD Board of Director's shall be responsible for seeing that the Fund receives its yearly contribution from the fire insurance premium tax pursuant to (A.R.S. ~9-951 and ~9-952).

The Board of Trustee's may authorize a certified public accountant to provide an independent audit and report of the Fund as appropriate. A copy of such audit and report shall be given to the Secretary of the Board of Trustees of said fund and to the FLFD Board.

Ultimately, the FLFD Board, through the Fund's Board of Trustees, is responsible for ensuring the assets reported in these funds are used for their intended purposes.

ARTICLE VI – FINANCIAL POLICY

Section 1 – Fiscal Year

The fiscal year of the District shall be a twelve-month period beginning on July 1 and ending on June 30 of the following year.

ARTICLE VII - AMENDMENTS/RESOLUTIONS

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. Such proposal shall be adopted by an affirmative vote of a majority of the Board members present.

Notice of intention to present amendments to these Bylaws for adoption shall be contained in the notice of the meeting.

All Bylaws adopted shall conform to Arizona State Law. In case of conflict between the Arizona State Law and these Bylaws, the Arizona State law shall govern.



Date March 16, 2019

John Hennessey-Clerk

