



TUBAC FIRE DISTRICT

2227 EAST FRONTAGE ROAD
P.O. BOX 2881
TUBAC, ARIZONA 85646
TELEPHONE: (520)398-2255

REGULAR MEETING OF THE BOARD OF DIRECTORS

The Tubac Fire District Board of Directors will meet in regular session on March 27, 2024, at 1:30 pm at the Tubac Community Center Building located at 50 Bridge Rd in Tubac. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action. The Board may consider any item on this agenda in any order and at any time during the meeting. The Governing Board may convene into Executive Session for discussion or consultation for legal advice with its attorney regarding any item on this agenda, in accordance with A.R.S. § 38-431.03(A)(3).

Members of the public may attend the meeting in person, by viewing the livestream on the Tubac Fire District Facebook page, or by telephone by calling (346) 248-7799 and entering the Webinar ID, 827 3360 0975, if prompted.

NOTE: Executive Sessions are CONFIDENTIAL pursuant to A.R.S. § 38-431.03(C). Members of the public may not participate in Executive Sessions.

Members of the public who are not able to attend the meeting in person, may submit comments to the Board by email. The emails will be read out loud during the meeting. Please email any comments to bhamric@tubacfire.org. Emails must be received no later than 5pm the day before the meeting and must include your full name as well as your phone number (to allow District staff to contact you with any questions).

Agenda

1. Call to order and Pledge of Allegiance
2. Roll call of Board Members
3. Reading of public comments submitted via email.
4. Call to the Public: "This is the time for the public to comment on items related to the Fire District. Members of the Board may not discuss items that are not on the agenda. Therefore, the Fire Board is not permitted to discuss or take action on any items raised in the Call to the Public which is not on the agenda due to restrictions of the Open Meeting Law; however, individual Board members are permitted to respond to criticism directed to them. Otherwise, the Board has discretion to direct the Fire Chief to review the matter or that the matter is placed on a future agenda. Those wishing to address the Board need not request permission in advance. A member of the public may speak for a reasonable time as determined by the Board. If no time is specified, the presumed time limit will be 3 minutes per person. The Fire Board Chair may adjust time limitations and all individuals desiring to address the Fire Board will have the same opportunity."
5. Correspondence
6. Report from Board Members
7. Chief and Staff Report
 - a. Operations Update
 - b. Training
 - c. Administration Update
8. Monthly Financial Report for February 2024
9. Budget update for fiscal year 2025.

10. Consent Agenda
 - a. Approval of minutes from February 28, 2024.
 - b. Approval of monthly financial report.
11. Discussion and possible action to provide a letter of endorsement for Dark Sky's designation to the Tubac Dark Sky Committee.
12. Discussion and possible action to approve the purchase of two Type I ambulances at a cost not to exceed \$477,650.41.
13. Discussion and possible action to approve the renewal of our IT services with Nextrio.
14. Discussion only on a possible Lease for temporary crew quarters between Mariposa Community Health Services and Tubac Fire District.
15. Fire Chief Evaluation Process simplification.
 - a. Discussion and possible action to approve the updated Fire Chief's job description.
 - b. Discussion and possible action to approve the updated Evaluation Worksheet.
 - c. Discussion and possible action to approve the revised Tubac Fire District Board of Directors bylaws.
16. Discussion and possible action on Chief Guerrero's performance evaluation. The Board might convene into Executive Session regarding this item as allowed by A.R.S. § 38-431.03(A)(1) (allowing an executive session for the purpose of "discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a employee") and A.R.S. § 38-431.03(A)(3) (allowing an executive session for the purpose of "discussion or consultation for legal advice with the attorney or attorneys of the public body.").
17. Fire Station #1 and Tower items:
 - a. USDA Rural update
 - b. Station update
 - c. Tower Update
18. Future Agenda Items
19. Next meeting: April 24, 2024
20. Adjourn meeting.

Notice of Meeting (Agenda) dated and posted , by 1:30 p.m. local time by .

If any disabled person needs any type of accommodation, please notify the Tubac Fire District prior to the scheduled meeting time.



Staff Report
Tubac Fire Board
March 2024

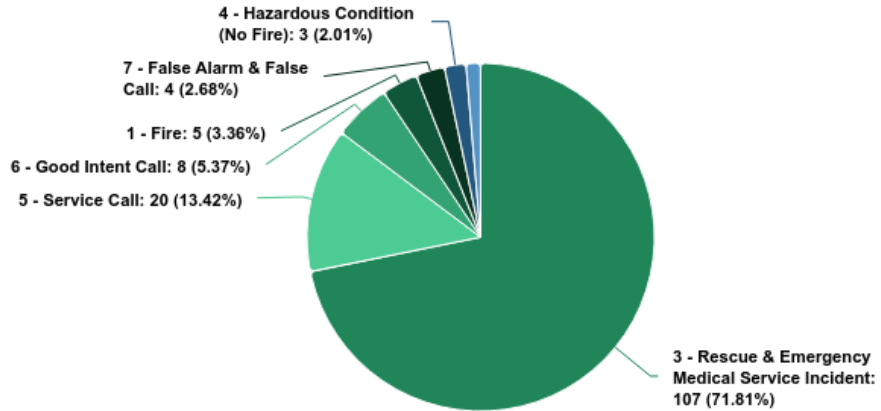
Tubac Fire District is committed to the safety of our community through the delivery of fire suppression, medical services, and public education.

February Emergency Responses



Incident Type Categories

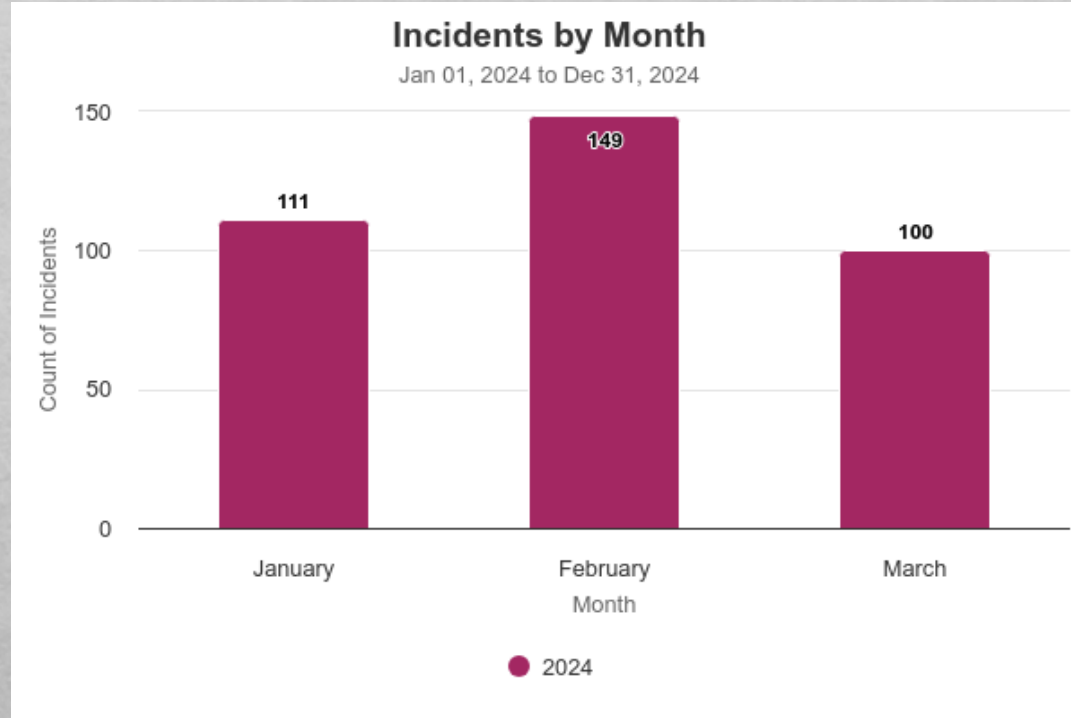
Feb 01, 2024 to Feb 29, 2024



- **EMS** **115** (60 Transports, 4 Transfer of care to Air ambulance)
- **Fire** **14**
- **Public Assist** **20**
- **Total Calls** **149**

Incident Type Category	2024			2024		2023		YTD % Change
	Jan	Feb	Mar	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	4	5	2	11	3%	7	2%	57.14%
3 - Rescue & Emergency Medical Service Incident	84	107	79	270	75%	217	70%	24.42%
4 - Hazardous Condition (No Fire)	1	3	3	7	2%	6	2%	16.67%
5 - Service Call	11	20	8	39	11%	43	14%	-9.30%
6 - Good Intent Call	6	8	6	20	6%	17	6%	17.65%
7 - False Alarm & False Call	5	4	2	11	3%	18	6%	-38.89%
9 - Special Incident Type	0	2	0	2	1%	0	0%	N/A
Grand Total	111	149	100	360	100%	308	100%	16.88%

YTD Call Volume

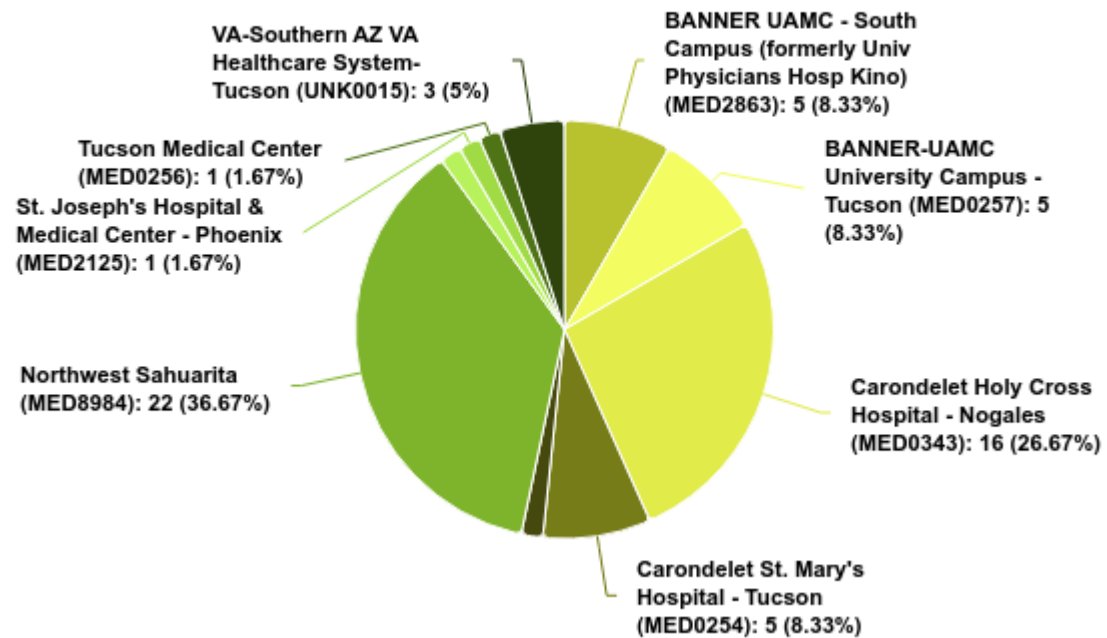


Month Name	2024		2023		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
January	111	31%	110	36%	0.91%
February	149	41%	128	42%	16.41%
March	100	28%	70	23%	42.86%
Grand Total	360	100%	308	100%	16.88%

February Ambulance Transports by Destination

Transports by Destination

Feb 01, 2024 to Feb 29, 2024



- Banner University Main Campus: 5
- Banner University South Campus: 5
- Holy Cross: 16
- Northwest Medical Center Oro Valley: 1
- Northwest Sahuarita: 22
- St Mary's Hospital: 5
- St. Joseph's Hospital: 1
- Tucson Medical Center: 1
- Veterans Affairs: 3
- Interfacility transport back to home: 0

March Ambulance Turn Around Times by Destination

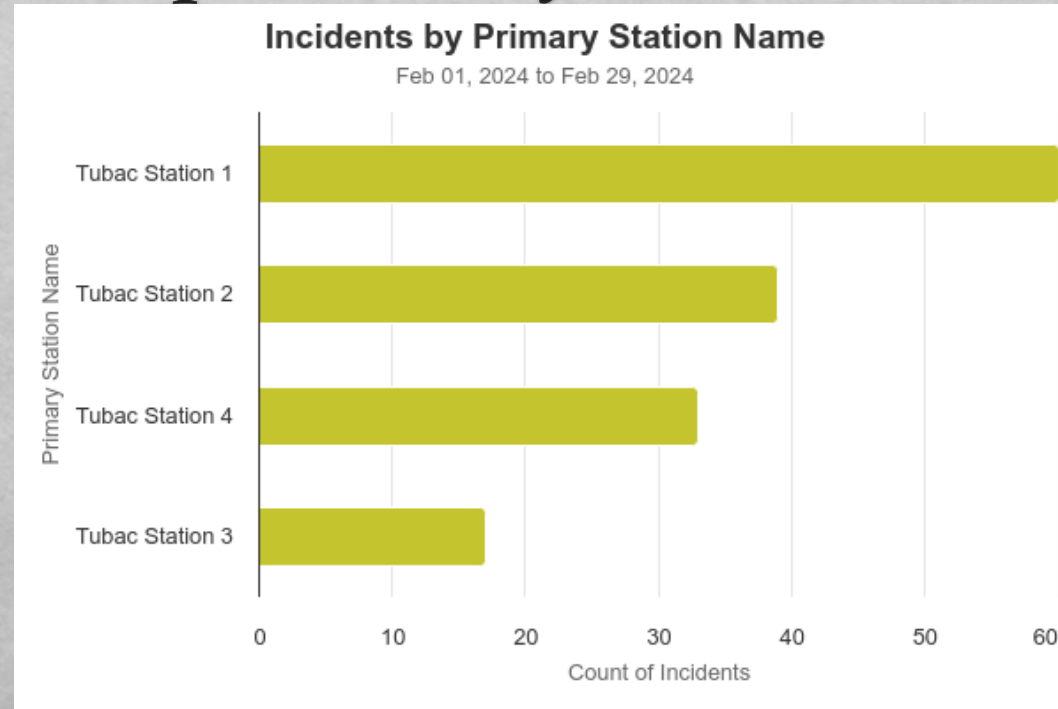
Destination Name	Transports	Average Transport Time	90th Percentile Transport Time	Average Patient Arrival to Transfer of Care Time	90th Percentile Patient Arrival to Transfer of Care Time	Average Patient Arrival to Unit Back in Service Time	90th Percentile Patient Arrival to Unit Back in Service Time
BANNER UAMC - South Campus (formerly Univ Physicians Hosp Kino)	5	00:51:55	01:00:46	00:17:52	00:38:16	00:44:14	01:38:52
BANNER-UAMC University Campus - Tucson	5	00:48:48	01:06:25	00:12:27	00:27:22	00:48:10	01:12:37
Carondelet Holy Cross Hospital - Nogales	16	00:21:55	00:26:07	00:06:36	00:10:34	00:28:53	00:57:40
Carondelet St. Mary's Hospital - Tucson	5	00:57:14	01:17:00	05:05:31	24:11:10	00:40:57	01:02:40
Northwest Medical Center - Tucson	1	00:55:31	00:55:31	00:00:46	00:00:46	01:08:52	01:08:52
Northwest Sahuarita	22	00:28:44	00:34:46	00:13:59	00:25:36	00:36:00	00:50:43
Patients home address	1	00:22:19	00:22:19	00:09:40	00:09:40	00:10:22	00:10:22
St. Joseph's Hospital & Medical Center - Phoenix	1	01:16:22	01:16:22	00:17:42	00:17:42	00:21:01	00:21:01
Tucson Medical Center	1	00:59:57	00:59:57	00:07:37	00:07:37	01:15:37	01:15:37
VA-Southern AZ VA Healthcare System-Tucson	3	01:01:29	01:16:45	00:06:21	00:10:21	00:33:17	00:56:03

February Emergency Responses By Station



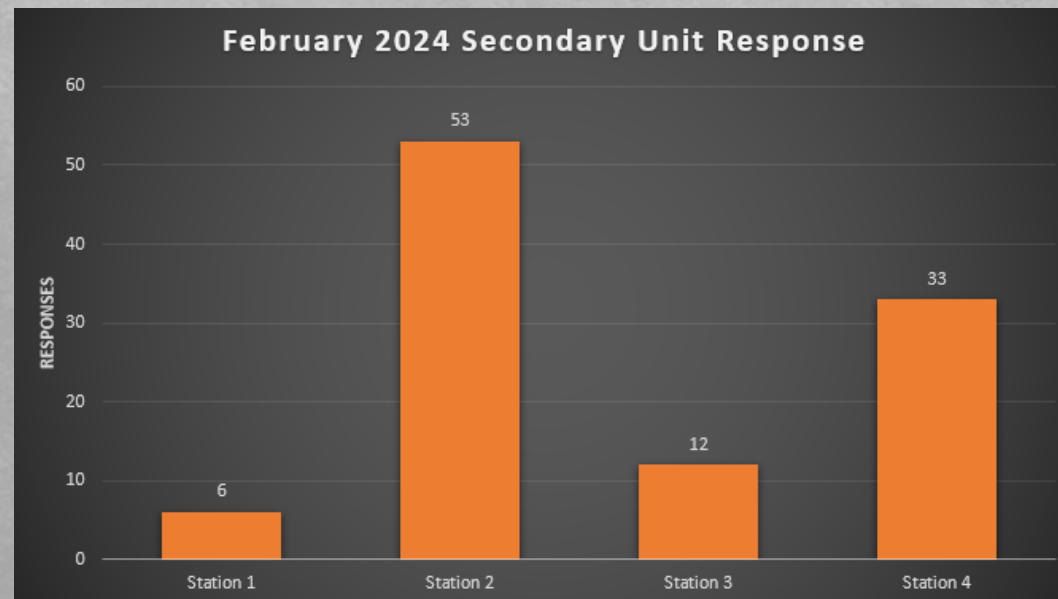
Responses by Station

- Station 1 60
- Station 2 39
- Station 3 17
- Station 4 33



Secondary Responses by Station

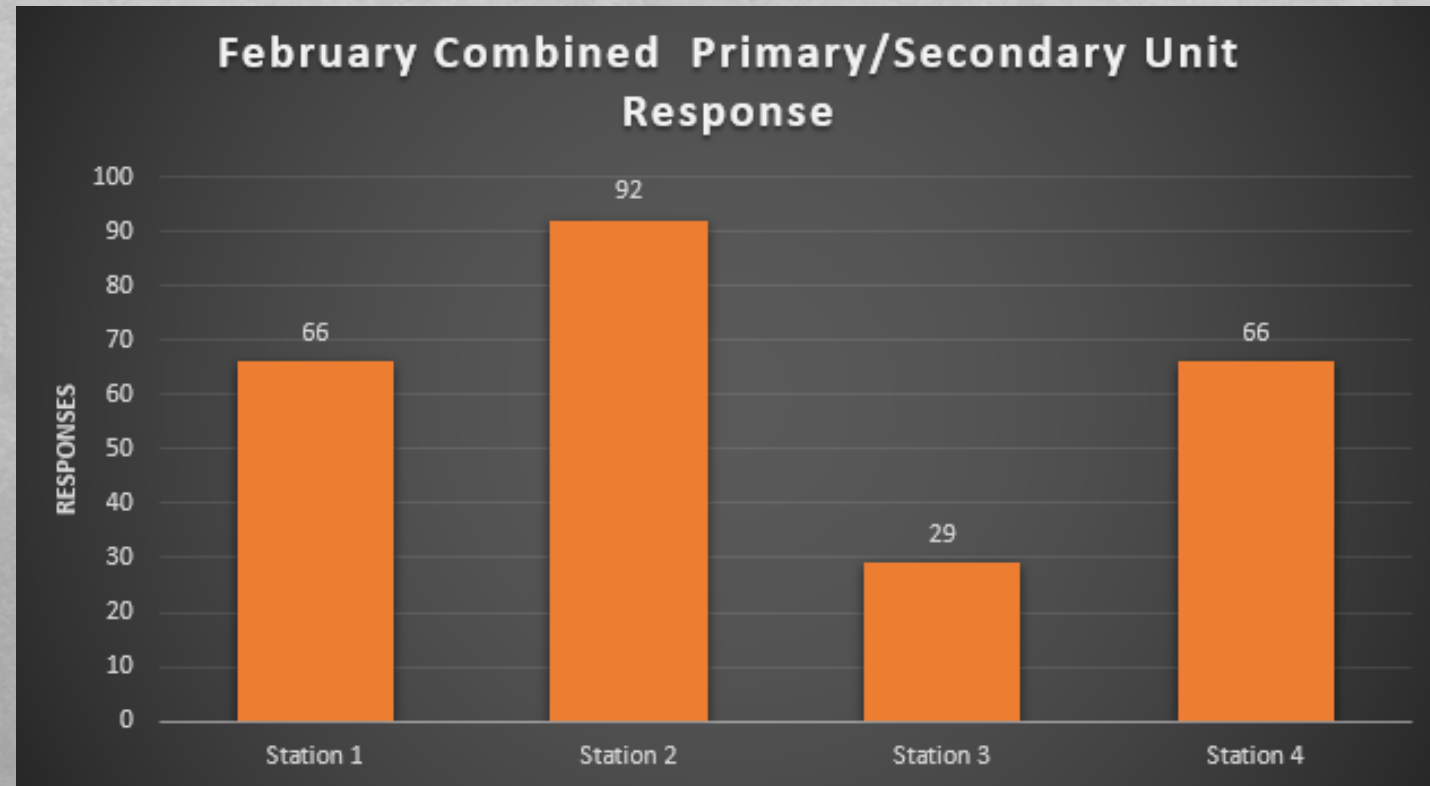
- Station 1 6
- Station 2 53
- Station 3 12
- Station 4 33





February Combined Primary/Secondary Unit responses by station

❖ Station 1	66
❖ Station 2	92
❖ Station 3	29
❖ Station 4	66

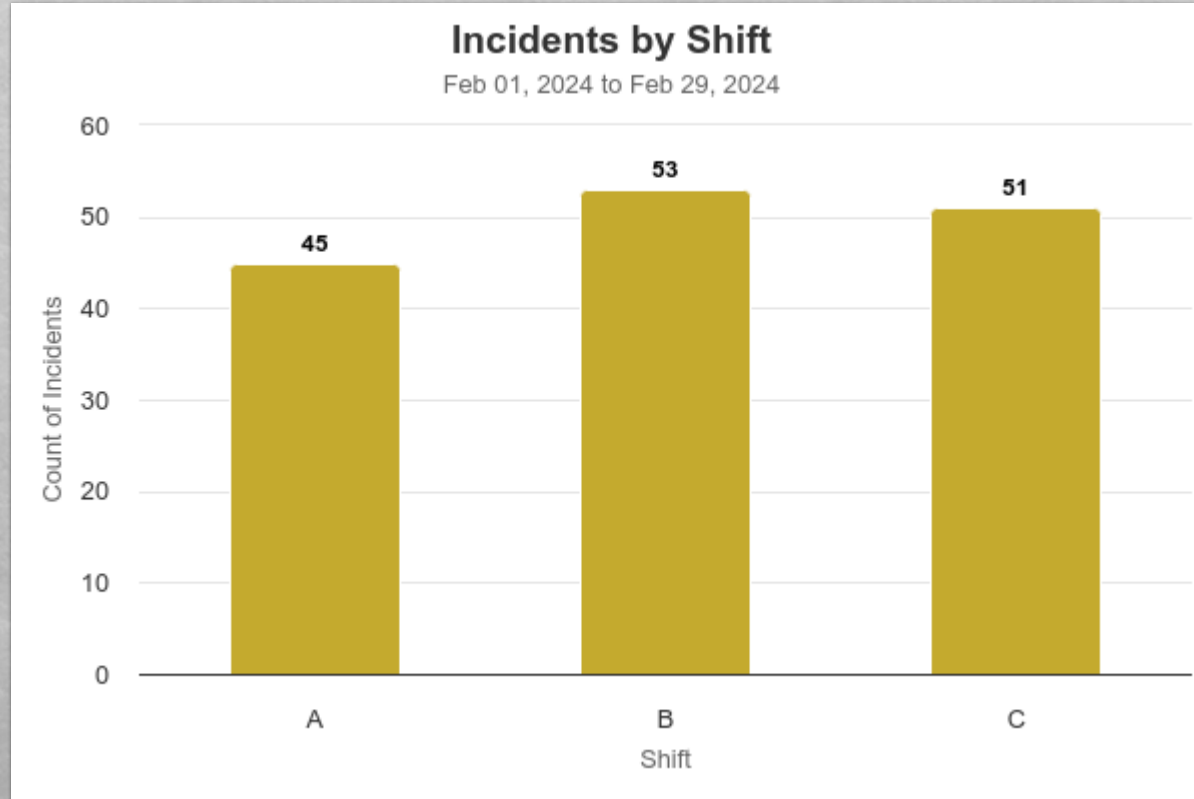


February Incidents by shift



- A Shift
- B Shift
- C Shift

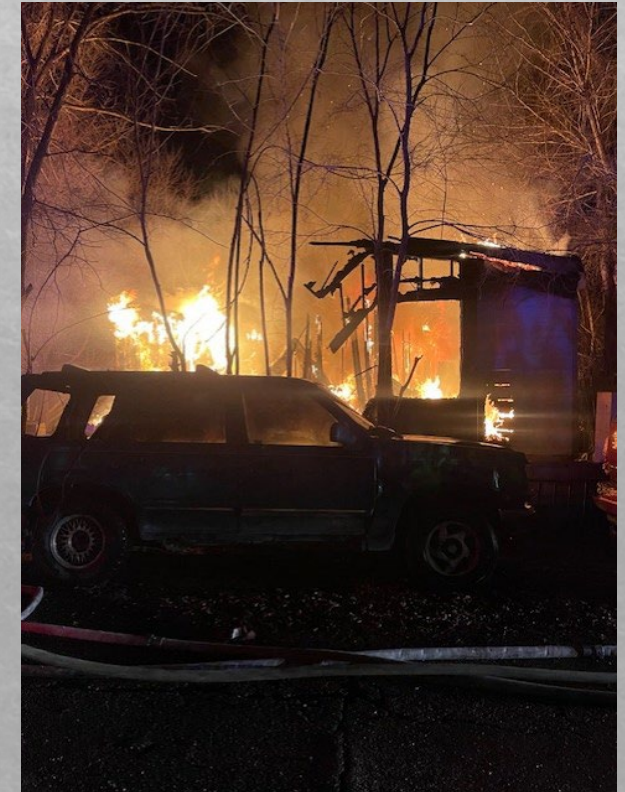
June 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 A	2 B	3 C	4 A
5 B	6 C	7 A	8 B	9 C	10 A	11 B
12 C	13 A	14 B	15 C	16 A	17 B	18 C
19 A	20 B	21 C	22 A	23 B	24 C	25 A
26 B	27 C	28 A	29 B	30 C		



A Shift 45
B Shift 53
C shift 51

Significant Calls

- C shift Responded mutual aid at the request of of Rio Rico Fire for a working structure fire. Crews arrived to find a Semi trailer and a small storage shed on fire. Cause of the fire is still under investigation
- B Shift responded to a home in Tubac for reports of an unresponsive patient. The crew arrived to find one patient in cardiac arrest.
- A Shift responded to a home in Tubac for a report of a fire. Crews arrived to find the home filled with smoke. Upon further investigation, they discovered a candle left on inside a bathroom, which had caught a decorative piece on fire. A neighbor managed to use a fire extinguisher inside the home to stop the spread. The crew then conducted a welfare check of the home and transported a patient who was inside at the time.
- A Shift Responded mutual aid at the request of Rio Rico Fire for a working fire. Crews arrived to find an abandoned trailer fully engulfed. Crews from Rio Rico, Tubac, and Nogales were involved in extinguishing the fire. Cause of the fire was undetermined.



Training

- All Crews completed the Physical Agility Test
- Roof Operations
- NFPA 1410 Minimum Company Standards Drill
- Hose Management
- Annual Wildland Fire Refresher



NFPA 1410 Evolution Summary-Engine Drills

NFPA 1410 Drills

NFPA 1410 Recommended Evolutions Summary					
Evolution	Type	Activity Description	Water Supply	Flow GPM	Time
1	Handline	Forward lay using one engine and one supply line. 1 attack, 1 backup	Forward 300' from hydrant	300 gpm	3 min
2	Handline	Reverse lay from first engine to second engine. 1 attack, 1 backup	Reverse 300' between engines	300 gpm	4 min
3	Handline	Reverse lay with one engine using a wye; 300 ft to wye, 150' from wye to nozzle	Reverse 300' to hydrant	300 gpm	4 min
4	Handline	2 Forward lays using two engines, 1 attack line off Eng 1, 1 backup off of Eng 2	Forward 300' from each engine	300 gpm	3.5 min
5	Handline	Drafting operation using one engine and portable water supply	Engine at water supply	300 gpm	5 min
6	Master Stream	Reverse lay from portable monitor nozzle using one engine; 1 portable monitor	300' from monitor to engine at hyd.	500 gpm	5 min
7	Master Stream	Forward lay with one engine using engine mounted monitor; 1 fixed monitor	300' from hydrant to engine	500 gpm	3 min
8	Master Stream	Reverse lay from elevated master stream using one engine and one aerial device with elevated master stream	300' reverse from aerial to engine on hydrant	500 gpm	4 min
9	Master Stream	Reverse lay from elevated master stream using one engine and supplying on handline; 1 backup line and one elevated stream	300' from aerial to engine on hydrant, backup line from engine	700 gpm	5.5 min
10	Master Stream	Forward lay using one engine to supply an elevated master stream with two lines	300' forward from hydrant to eng., 100' from engine to aerial with 2 lines	500 gpm	5 min
11	Supply to Sprinkler System	Forward lay to sprinkler connection	300' from hydrant to engine, 100 ft from engine to Siamese	500 gpm	3.5 min
12	Supply to Sprinkler System	Reverse lay from the sprinkler connection	300' reverse from connection to eng at hydrant	500 gpm	3.5 min
13	Supply to Sprinkler System	Forward lay to sprinkler connection using LDH	300' forward from hydrant to eng	500 gpm	3.5 min

Public Education/Fire Prevention and Events

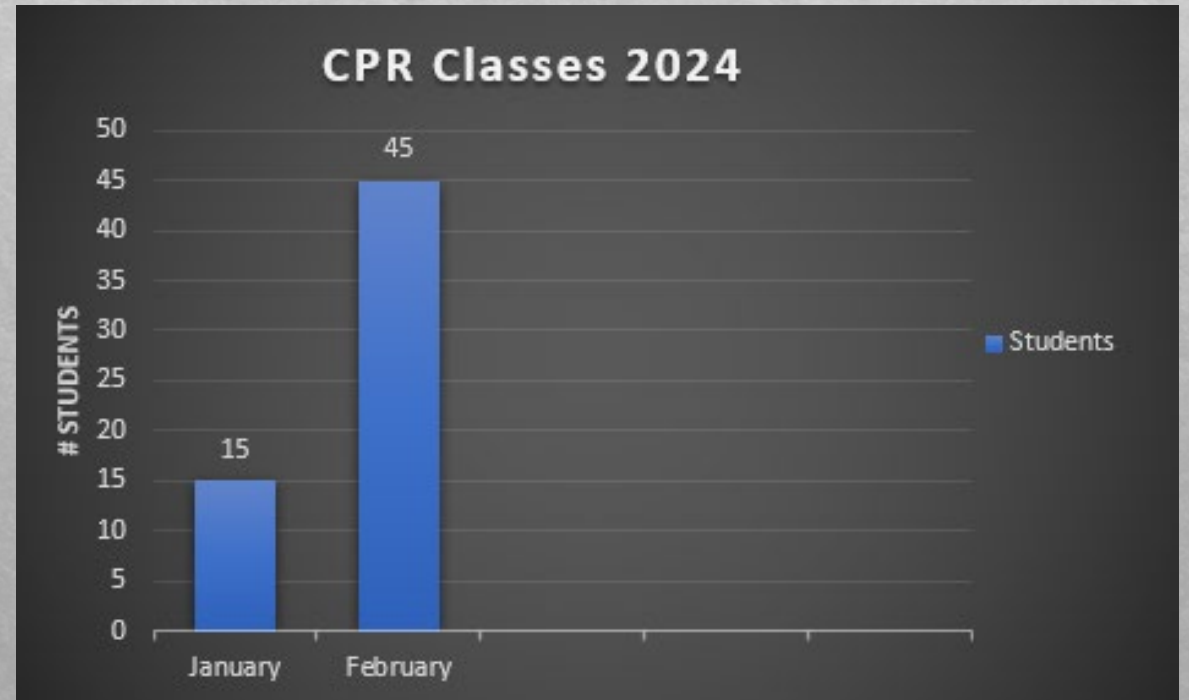
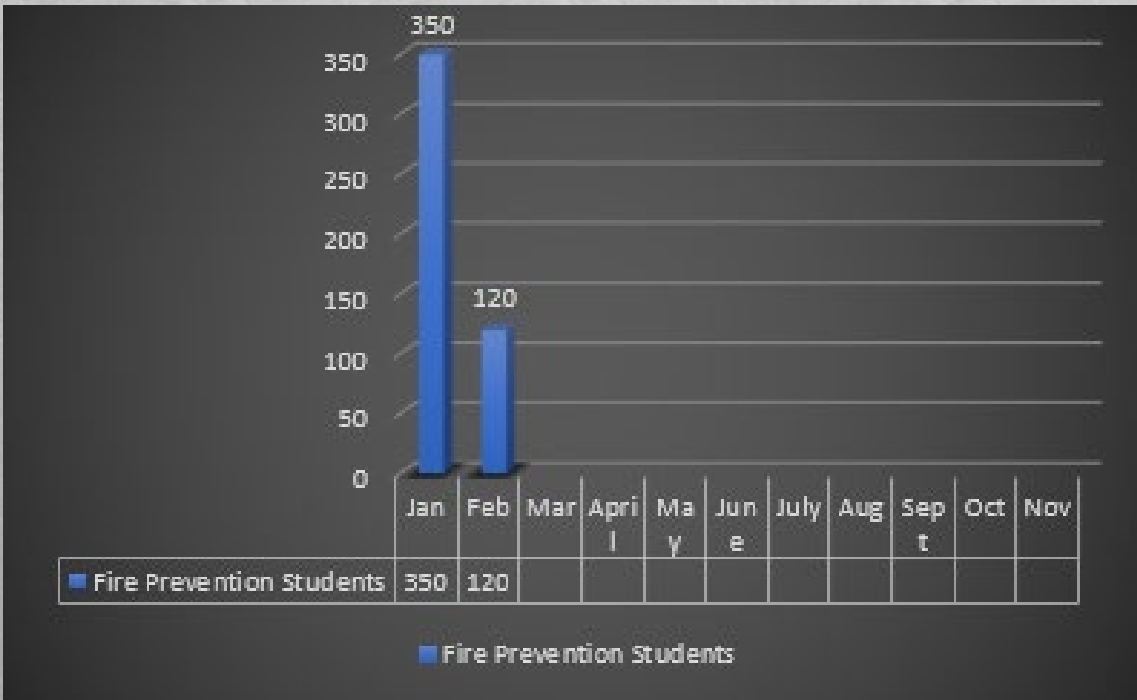


- Tubac Fire participated in the Annual Tubac Festival of the Arts. Station 1 was the gathering point for all Public Safety and support staff of the festival
- Received a Request from the county to provide CPR and Stop the bleed training to close to 300 county employees. Captain Alvarez has taken charge and scheduled out each class.
- Assisted Living Home in Nogales has also reached out for CPR training

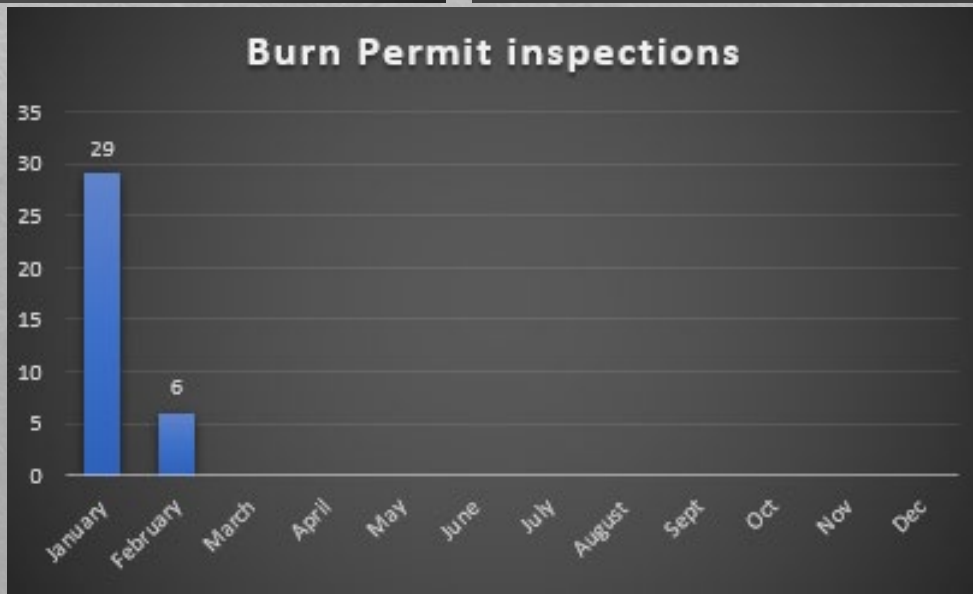
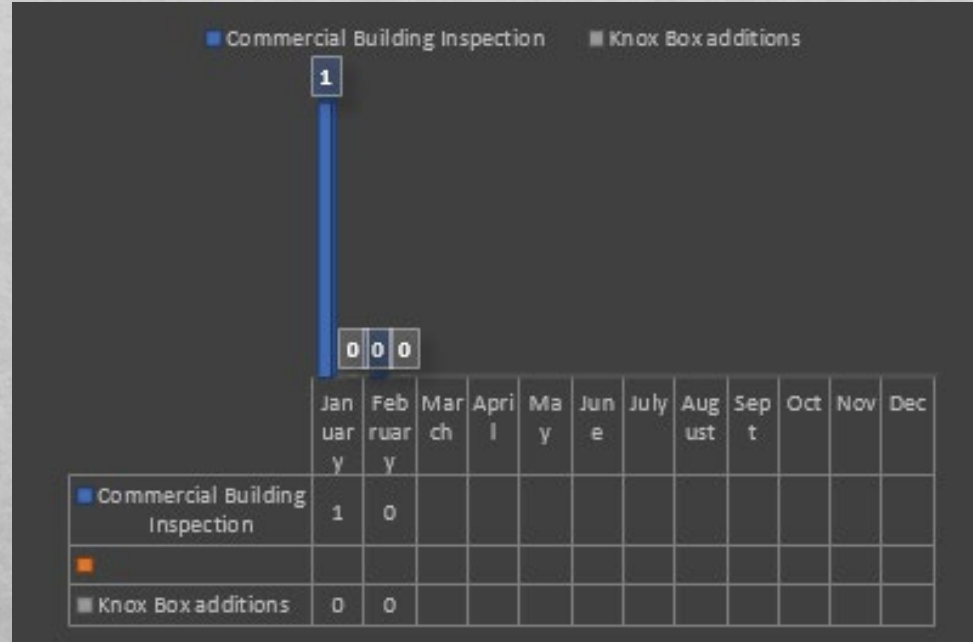
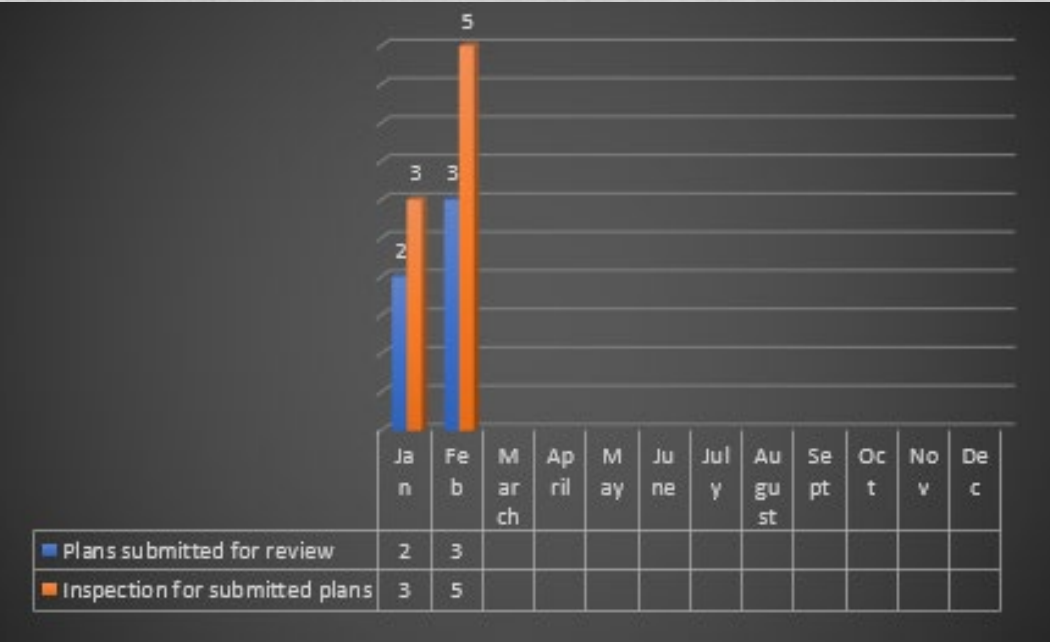




Fire Prevention and CPR Classes

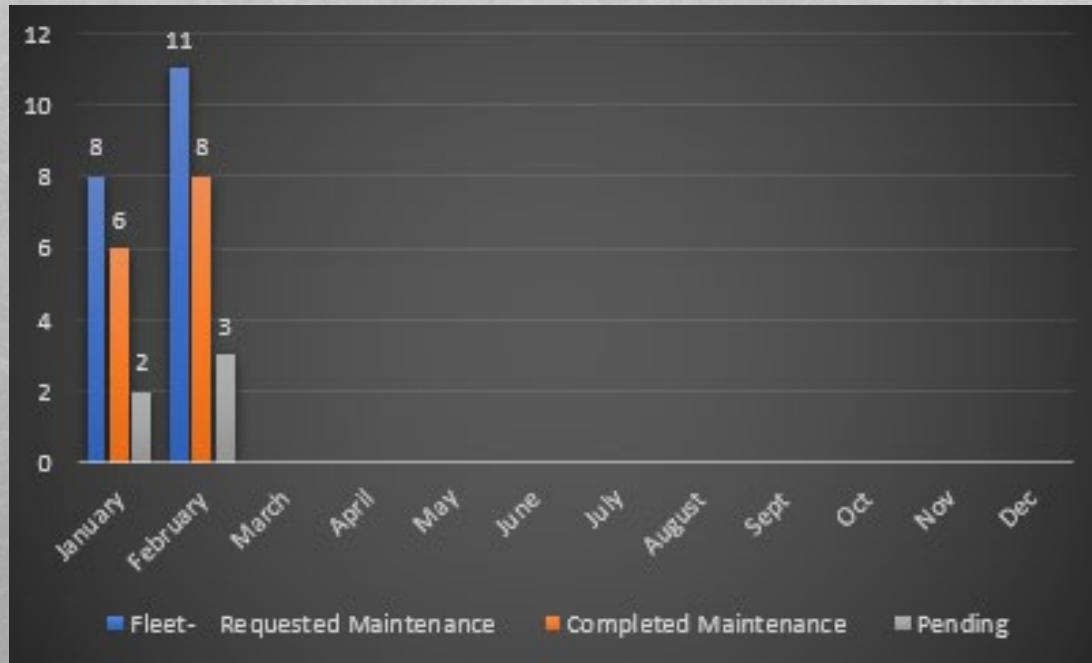


Plans Review & Inspections

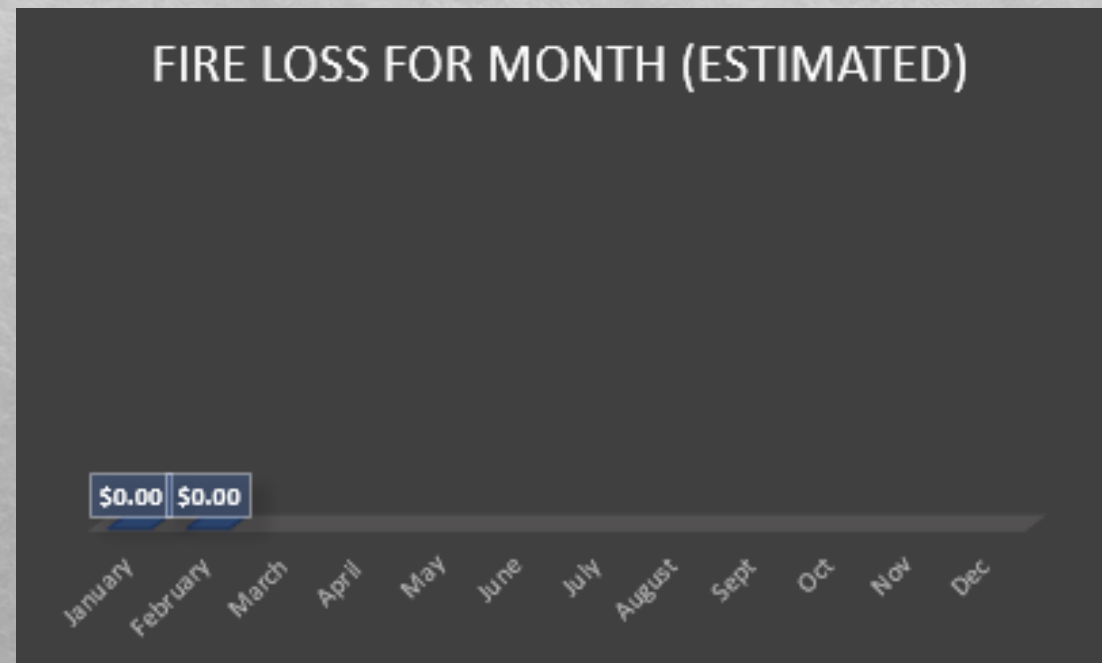




Maintenance Requests



Fire Loss Due To Incident





TUBAC FIRE DISTRICT

2227 EAST FRONTAGE ROAD
P.O. BOX 2881
TUBAC, ARIZONA 85646
TELEPHONE: (520) 398-2255

Emilio Falco, Ph.D.

Chair, Tubac DarkSky Committee

Tubac, AZ85646

eefalco@gmail.com

Dear Dr. Falco;

We are pleased to provide this letter of endorsement to the DarkSky Places application by the Tubac AZ DarkSky Committee.

Our five member publicly elected Board of Directors serves the Tubac Fire District and encompasses a 160-mile response area in Santa Cruz County, Arizona. The District provides fire and emergency medical services to Amado, Carmen, Tumacacori, Tubac, and large areas of Rio Rico, including most of the elementary schools, middle schools, and high school.

The mission of Tubac Fire District is to be “committed to the safety of our community through the delivery of fire suppression, medical services, and public education.” Four TFD fire stations are located strategically throughout the district’s service area and each station is staffed with at least one paramedic on duty for 24 hours. Tubac Fire District was established in 1974 and we have served our community for almost 50 years.

The Tubac Fire District Board of Director’s supports this application for many reasons. Dark Sky designations raise awareness of light pollution. The impact of light pollution on fauna and even flora is well known. The Tubac community is in a major bird migration corridor, attracting bird watchers in large numbers. Mitigating light pollution means enhancing the positive economic impact of our environment, in particular for birding.

Although Tubac is in a valley amidst light pollution peaks, it is clear that this pollution is growing and will encroach more as time passes. The light domes of Tucson and Nogales are prominent, North and South, and Sierra Vista is also visible near the left edge. A designation as a DSP for Tubac will fuel the efforts to mitigate this problem and to keep up with the inevitable light encroachment. The designation will also help Tubac attract visitors who will return home with increased knowledge of the critical importance of protecting night skies.

A DarkSky Places designation will also help protect our most prized astronomical asset, the Smithsonian Astrophysical Observatory's Fred Lawrence Whipple Observatory (FLWO), the largest field site of the Center for Astrophysics/Harvard & Smithsonian. Tubac, Arizona is just below Mt. Hopkins, which is home to FLWO and dozens of diurnal and nocturnal species found in few, if any other places in the world. The town and its residents have long supported efforts to protect dark skies in this sensitive area.

A Dark Sky designation would also promote dark sky event collaboration with the Tubac community, the Tubac Presidio State Historical Park & Museum and the Tumacacori National Historic Park. According to the National Parks Foundation, "...park programs comprise nearly one third of parks' total economic value; parks are the catalysts for community building, historic preservation, and lifelong learning."

Respectfully,

Tubac Fire District Board of Directors

Board Action Request

SUBJECT: Purchase of two Type I ambulances

DATE: March 27, 2024

FROM: Ben Guerrero, Fire Chief

Background: Tubac Fire District has currently scheduled the purchase of two ambulances, one (1) for this upcoming fiscal year 2024-2025 and one (1) for the following 2025-2026 fiscal year. The Fire District ordered an ambulance last year in April that is currently still not in production at a cost of \$232,830.82.

Staff are recommending that we purchase two 2024 Type I ambulances now due to the increase time of production and the increase in the cost of ambulances year over year.

The added benefit of purchasing these units would be a cost saving due to discounted pricing benefits of ordering multiple units at once as well as the possibility of expediting the unit that we previously ordered.

		Percent increase	Difference
Ambulance Purchased April 2023	\$232,825.20	4%	\$9,333.50
Price Per Ambulance March 2024	\$242,158.70		
Price with discount	\$238,825.20		\$6,667.00
Projected cost of ambulance 2025	\$251,845.05	4%	\$9,686.35
		Potential savings	\$16,353.35

Fiscal Impact: \$477,650.40 from the capital budget.

Alternate Option: Purchase a single ambulance at a cost of \$242,158.70.

Staff Recommendation: Staff recommends that we purchase two type I ambulances. These would replace two 2019 F-350's with 98,000 miles and 83,000 miles.

Proposed Motion: Move to approve the purchase of two (2) Type I ambulances at a cost not to exceed \$477,650.41.

Medix Quotes



Republic EVS
 16182 Gothard St, Unit V
 Huntington Beach, CA 92647



Offer and Purchase Agreement for: **Tubac Fire District**

One (1) Medix Specialty Vehicles Type I ME 153" on 2024 Ford F-350 4 x 2 Diesel Powered Chassis, Two Door Standard Cab

~~Quoted prices that include factory rebates are subject to change. If the rebate amount changes or becomes unavailable the difference will be invoiced to the purchaser. Chassis prices are subject to change by the OEM. If the price changes, the difference will be invoiced to the purchaser.~~

Large ticket items (cot hardware, radio equipment, etc.) may ship prior to construction and will be invoiced to purchaser at that time. Previously invoiced equipment costs will be deducted from the final balance.

Description	Qty	Price Each	Extended Price
One (1) Medix Specialty Vehicles Type I ME 153" on 2024 Ford F-350 4 x 2 Diesel Powered Chassis, Two Door Standard Cab	1	\$241,158.70	\$241,158.70

Chassis VIN Number(s): To Be Determined After Production Start Date

HGAC Fee	1	\$1,000.00	\$1,000.00
Total Purchase Price	1	\$242,158.70	\$242,158.70

Date Offered: March 06, 2024

**Two Hundred Forty Two Thousand One Hundred Fifty Eight Dollars and Seventy Cents
 \$242,158.70**

Offer is based on build quote and any reference drawings if applicable. Prior to ambulance construction, a final engineered build quote will be provided for customer review and approval. Any changes requested may result in additional charges.

Payment Terms: 100% of the contract payment is due at time of delivery unless otherwise specified in writing. Title for the ambulance will be delivered within fourteen (14) business days after payment has processed through the financial institution.

Delivery Terms: Delivery shall be 180 days or less after Receipt of Chassis as well as approved work order and production drawing if applicable. F.O.B. shall be Tubac, AZ.

Signature below represents acceptance of above contract and terms:

Tubac Fire District

3/6/2024

Signature

Date

Printed Name

Title

Republic EVS

Garett Adelman

3/6/2024

Signature

Date

Garett Adelman

Printed Name

Director of Sales

Title



Republic EVS
 16182 Gothard St, Unit V
 Huntington Beach, CA 92647



Offer and Purchase Agreement for: **Tubac Fire District**

Two (2) Medix Specialty Vehicles Type I ME 153" on 2024 Ford F-350 4 x 2 Diesel Powered Chassis, Two Door Standard Cab

Quoted prices that include factory rebates are subject to change. If the rebate amount changes or becomes unavailable the difference will be invoiced to the purchaser. Chassis prices are subject to change by the OEM. If the price changes, the difference will be invoiced to the purchaser.

Large ticket items (cot hardware, radio equipment, etc.) may ship prior to construction and will be invoiced to purchaser at that time. Previously invoiced equipment costs will be deducted from the final balance.

Description	Qty	Price Each	Extended Price
Two (2) Medix Specialty Vehicles Type I ME 153" on 2024 Ford F-350 4 x 2 Diesel Powered Chassis, Two Door Standard Cab	2	\$238,325.20	\$476,650.41

Chassis VIN Number(s): To Be Determined After Production Start Date

HGAC Fee	2	\$500.00	\$1,000.00
Total Purchase Price	2	\$238,825.20	\$477,650.41

Date Offered: February 26, 2024

Four Hundred Seventy Seven Thousand Six Hundred Fifty Dollars and Forty Cents
\$477,650.41

Offer is based on build quote and any reference drawings if applicable. Prior to ambulance construction, a final engineered build quote will be provided for customer review and approval. Any changes requested may result in additional charges.

Payment Terms: 100% of the contract payment is due at time of delivery unless otherwise specified in writing. Title for the ambulance will be delivered within fourteen (14) business days after payment has processed through the financial institution.

Delivery Terms: Delivery shall be 180 days or less after Receipt of Chassis as well as approved work order and production drawing if applicable. F.O.B. shall be Tubac, AZ.

Signature below represents acceptance of above contract and terms:

Tubac Fire District

2/26/2024

Signature

Date

Printed Name

Title

Republic EVS

Garett Adelman

Signature

Garett Adelman

Printed Name

Director of Sales

Title

2/26/2024

Date

Board Action Request

SUBJECT: Nextrio IT Support Services Contract renewal

DATE: 3/20/2024

FROM: Deputy Chief Hesly Guerrero

Background: Nextrio has been the IT provider for the Tubac Fire District for some time. The Fire District is currently on a year-to-year renewal basis. This year, Tubac Fire District staff explored alternate options but found no significant differences in services provided or cost savings. They will continue to explore alternate options as we move forward. Consequently, staff recommends continuing to use Nextrio as our IT support services provider for another year of service.

Fiscal Impact: \$4,582.00 per month.

Alternate Option: Board Direction

Staff Recommendation: Approve the contract for another year of service while we continue to explore other options.

Proposed Motion: Move to approve the Nextrio contract for another year of service.

Quote attached



<https://www.thenetworkpro.net>

714-333-9620

180 N Riverview Dr, Suite 300, Anaheim, CA

92808

quotes@nextrio.com

Quote TNPQ71223 UPGRADE - 12-Month Pro+ Agreement

Prepared For:

Tubac Fire District
Ben Guerrero
Phone: (520) 209-1561 x7201
2227 E Frontage Rd
Tubac, AZ 85646
BGuerrero@tubacfire.org

Prepared By:

Lindsey Kinne
Technical Account Manager
Phone: 520-545-7100
Fax:
Email: lnk@nextrio.com

Quote Date:

Feb 17, 2024

Expiration Date:

Mar 2, 2024

Notes:

Nextrio Managed Services is a combination of network management and monitoring and preventative maintenance intended to elevate your network and minimize business disruption. We keep your technology running and your users productive. While Nextrio Managed Services is not unlimited in scope, it is an unlimited application of our preventative best practices. What's more, it also includes proactive and responsive support from our expertly trained and friendly engineering team.

Counts of actual devices under management are updated on a quarterly basis throughout the duration of the contract.

If during the performance of this Agreement, the per-user or per-device cost of supporting the Client increases, the price of the services under this Agreement may be adjusted to account for these changes. Adjustments shall not occur more than once annually and shall not exceed 5% of the current Monthly Fee at the time of adjustment. If a rate increase is greater than 5% in any twelve (12) month period, the Client may request cancellation of the Agreement without penalty.

This Agreement shall renew automatically at the end of each prior term for an additional period of twelve (12) months unless, at least ninety (90) days prior to the renewal date, either party gives the other party written notice of its intent not to continue this Agreement.

Contract duration: 4/1/24 - 3/31/25



For the full presentation proposal, quote. You can sign and fax this in, accepting this quote below.

[click here](#) to view or download the PDF version of this or you can save time by simply electronically

Line Item Detail

QTY	Description	Unit Price	Ext Price
1	<p>Nextrio Managed Services Pro+ - Recurring Monthly Fee</p> <ul style="list-style-type: none"> * Supported server and workstation patch management and maintenance * Supported server and workstation system monitoring and * Critical firmware updates for supported servers * Approved Microsoft, Java, and Adobe software updates and recommended releases for workstation * Antivirus and antimalware * Spam filtering services and administration * Remote and onsite support (during normal business hours. M-F. 8 AM - 5 PM) * TechTasks under four hours * Cyber Due Diligence Assistance * Support for commercial Line of Business application(s) listed below * Quarterly onsite inspection and best practices tune * Quarterly C-suite briefing with Nextrio Client Strategic Advisor * Access to 24x7 support coverage (outside of normal business hours; after-hours fees apply) * Purchasing and warranty management for products purchased through * Return Merchandise Authorization for warranted items purchased through * SP coordination regarding internet changes/moves * Live dispatch, online ticketing portal, and real-time asset reporting dashboard * Dedicated Care Team of engineers and specialists to maintain support continuity, shared knowledge, and account * Annual technical assessment, budget projection, and strategy session * Annual external vulnerability scan and risk report <p>Included Line of Business</p> <ul style="list-style-type: none"> * ImageTrend 	\$119.0	\$2,142.0
	Nextrio Managed Firewall		

Nextrio Managed Firewall (Standard)

- * Commercial grade router/firewall
- * Internet connection monitoring
- * Nextrio best practice configuration
- * Replacement of hardware within one business day of failure
- * Device health maintenance (firmware updates, etc.)
- * Daily cloud backup of firewall configuration

Nextrio Backup 1000

Solution includes onsite backup appliance, offsite cloud storage, image-level backups and Nextrio management and monitoring.

- * Protects 1 machine
- * Protects a data set of up to 1 Terabyte onsite
- * 1-year cloud retention offsite (unlimited storage)
- * Image-level machine backup onsite, and offsite
- * Cloud virtualization, up to 30 days per year
- * Microsoft SQL table-level and Microsoft Exchange mailbox-level restore capability
- * Frequent incremental backups
- * Encryption for transfer and storage of off-site data
- * Ransomware detection
- * Daily backup validation test
- * Backup managed and monitored by Nextrio
- * Annual Statement of Backup

NOTE: All time to restore data, including certified test restores, will be billed separately. In the event of a local hardware failure or other prolonged disruption to local server access, the cloud backup can be converted to a virtual cloud server. Access to the virtual cloud server is provided at no additional charge for up to 30 days per year. Time to configure cloud server is billed separately.

Named Server:

- * BASE1
- * FS1

Nextrio Managed Cloud-to-Cloud Backup

- * One licensed mailbox per device; additional backup licenses may be purchased separately
- * Three point-in-time backups per day of Microsoft 365 Exchange Online, SharePoint, OneDrive, and Teams data
- * One year cloud retention (unlimited storage) while under an active agreement * Managed and monitored daily by Nextrio

NOTE: Version upgrades for locally installed line of business applications are separately billable and must be requested by the customer. In addition, virus removal, vendor coordination, and new equipment deployment, repurposing, or redeployment are not included in this service. Restoration of data older than 30 days and software reinstallation due to hardware failure, or for any other reason, will be billed separately.

1Nextrio Backup 1000, Additional Machine - Recurring Monthly Fee \$109.00
\$109.00

Named Server:

* UTIL1

9Nextrio Managed Switch - Recurring Monthly Fee \$43.00
\$387.00

Solution includes employment of a switch management platform and management and monitoring by Nextrio, specifically:

- * Switch uptime monitoring* Device health monitoring
- * Firmware updates
- * Nightly cloud backup of switch configuration
- * Network device mapping and change tracking
- * Network loop detection

NOTE: Switch management does not include hardware as a service (HaaS), but Nextrio is happy to quote switch hardware or HaaS separately. Billable troubleshooting and issue resolution services available on demand.

8Nextrio Managed WiFi Standard AP - Recurring Monthly Fee \$43.00
\$344.00

- * Supports 2.4 GHz and 5 GHz (802.11n)
- * Appropriate for smaller deployments
- * Employs advanced beam-forming technology allowing for greater range and higher device density

50Nextrio Managed Authentication - Recurring Monthly Fee \$15.00
\$750.00

This solution uses multifactor authentication to reduce the risk of malicious access to systems.

- * Protects logins to remote access systems, servers & workstations, and other compatible applications
- * Authenticate with a mobile app or hardware token (requires one-time hardware fee)

- * Includes support of MFA workflow and authentications devices, periodic updates to MFA software, and monitoring of specific MFA alerts *
- Monthly fee per user

NOTE: Nextrio's standard procedure is to implement MFA protection on the administrative accounts to your organization's servers. If any of the users in your organization log on to servers to perform administrative tasks, they will also need to be included as Managed Authentication named users.

50 Security Feature Upgrade (Replacing the Managed Threat Intelligence Feature) Included at Existing Price \$5.00 \$250.00 if Signed By 3/25/24

Upgraded Features (Value of \$30 per user/month):

- * Advanced Endpoint Protection
Protect all workstations, laptops, and servers with Next-generation Antivirus (NGAV) and Endpoint Detection & Response (EDR).
- * Security Information Event Management (SIEM)
Comprehensive SIEM that aggregates and analyzes security events across endpoints, firewalls, and Microsoft 365. Includes a 30-day log retention feature for in-depth security analysis and historical reference.

4Site Fee - Recurring Monthly Fee	\$150.00
\$600.00	

- * Ongoing administration, documentation, and upkeep of each client site

Recurring Charges in Addition to Total

SubTotal:

\$0.00

Shipping:

\$0.00

Monthly Recurring: \$4,582.00
Contract Start Date: Apr 1, 2024
Contract End Date: Mar 31, 2025

Shipping: \$0.00
Sales Tax: \$0.00
Total: \$0.00

⇅ Acceptance Detail

Order Confirmation

Technical support is available 24x7 (during normal business hours standard rates apply; outside of normal business hours special rates apply).

This is a time-sensitive quotation for the named contractual agreement subject to to Nextrio's standard terms and conditions which may be reviewed at www.nextrio.com/terms.

I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.

IP Address 67.212.206.22

PO Number

(Optional: Enter PO Number as your reference only.)

Comments

Email Address

Printed Name

Signature

"signatures" could include: /john smith/; /js/; /js123/, etc

*This document was accepted on March 7, 2024 @ 1:08 pm.
An email confirmation was sent to BGuerrero@tubacfire.org.*

⇅ Have Questions?

Quote Accepted. Have additional questions?

(Note, you will receive a copy of your message by email.)

No questions posted yet.

Time expressed in Pacific Standard Time UTC-08:00

Please contact me if I can be of further assistance.



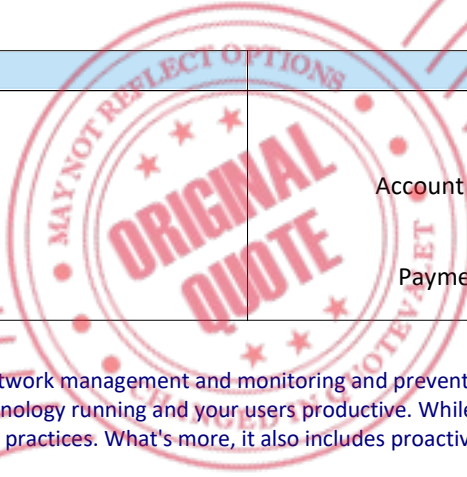
nextrio

smart IT for business

4803 E. 5th St. #103, Tucson, AZ, 85711
Phone 520.545.7101 Fax 520.232.5417
quotes@nextrio.com

Quote #:
Date:
Expiration Date:

PREPARED FOR	SUMMARY
Ben Guerrero Tubac Fire District 2227 E Frontage Rd Tubac, AZ 85646 520.209.1561	Project: 12-Month Pro+ Agreement Account Manager: Lindsey Kinne Phone: 520.545.7100 Payment Terms: Due on receipt



Notes:
Nextrio Managed Services is a combination of network management and monitoring and preventative maintenance intended to elevate your network and minimize business disruption. We keep your technology running and your users productive. While Nextrio Managed Services is not unlimited in scope, it is an unlimited application of our preventative best practices. What's more, it also includes proactive and responsive support from our expertly trained and friendly engineering team.

Counts of actual devices under management are updated on a quarterly basis throughout the duration of the contract.

QUOTE

TNPQ71223 Feb 17, 2024 Mar 2, 2024

If during the performance of this Agreement, the per-user or per-device cost of supporting the Client increases, the price of the services under this Agreement may be adjusted to account for these changes. Adjustments shall not occur more than once annually and shall not exceed 5% of the current Monthly Fee at the time of adjustment. If a rate increase is greater than 5% in any twelve (12) month period, the Client may request cancellation of the Agreement without penalty.

Please contact me if I can be of further



This Agreement shall renew automatically at the end of each prior term for an additional period of twelve (12) months unless, at least ninety (90) days prior to the renewal date, either party gives the other party written notice of its intent not to continue this Agreement. Contract duration: 4/1/24 - 3/31/25

QTY	DESCRIPTION	RECURRING CHARGES	UNIT PRICE	LINE TOTAL
18	Nextrio Managed Services Pro+ - Recurring Monthly Fee * Supported server and workstation patch management and maintenance * Supported server and workstation system monitoring and alerting * Critical firmware updates for supported servers * Approved Microsoft, Java, and Adobe software updates and recommended releases for supported workstations * Antivirus and antimalware software * Spam filtering services and administration * Remote and onsite support (during normal business hours, M-F, 8 AM - 5 PM MST) * TechTasks under four hours * Cyber Due Diligence Assistance * Support for commercial Line of Business application(s) listed below * Quarterly onsite inspection and best practices tune up * Quarterly C-suite briefing with Nextrio Client Strategic Advisor * Access to 24x7 support coverage (outside of normal business hours; after-hours fees apply) * Purchasing and warranty management for products purchased through Nextrio * Return Merchandise Authorization for warranted items purchased through Nextrio * ISP coordination regarding Internet changes/moves * Live dispatch, online ticketing portal, and real-time asset reporting dashboard	\$119.00		\$2,142.00

Page of 1 4

QTY	DESCRIPTION	RECURRING CHARGES	UNIT PRICE	LINE TOTAL
-----	-------------	-------------------	------------	------------



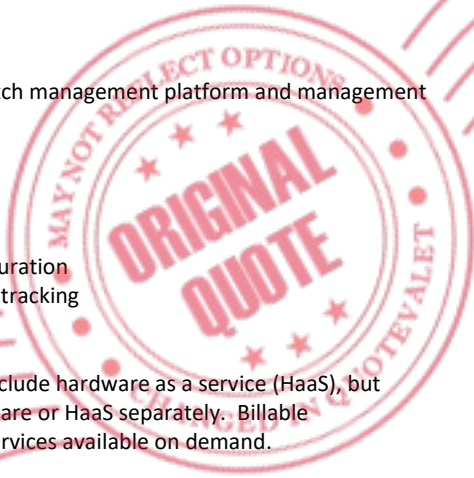
<p>* Dedicated Care Team of engineers and specialists to maintain support continuity, shared knowledge, and account familiarity</p> <p>* Annual technical assessment, budget projection, and strategy session</p> <p>* Annual external vulnerability scan and risk report</p> <p>Included Line of Business Applications:</p> <p>Nextrio Managed Firewall (Standard)</p> <ul style="list-style-type: none">* Commercial grade router/firewall* Internet connection monitoring* Nextrio best practice configuration* Replacement of hardware within one business day of failure* Device health maintenance (firmware updates, etc.)* Daily cloud backup of firewall configuration <p>Nextrio Backup 1000</p> <p>Solution includes onsite backup appliance, offsite cloud storage, image-level backups and Nextrio management and monitoring.</p> <ul style="list-style-type: none">* Protects 1 machine* Protects a data set of up to 1 Terabyte onsite* 1-year cloud retention offsite (unlimited storage)* Image-level machine backup onsite, and offsite* Cloud virtualization, up to 30 days per year<ul style="list-style-type: none">* ImageTrend* QuickBooks <ul style="list-style-type: none">* Microsoft SQL table-level and Microsoft Exchange mailbox-level restore capability* Frequent incremental backups* Encryption for transfer and storage of off-site data* Ransomware detection* Daily backup validation test* Backup managed and monitored by Nextrio* Annual Statement of Backup <p>NOTE: All time to restore data, including certified test restores, will be billed separately. In the event of a local hardware failure or other prolonged disruption to local server access, the cloud backup can be converted to a virtual cloud server. Access to the virtual cloud server is provided at no additional charge for up to 30 days per year. Time to configure cloud server is billed separately.</p>	<p>Contract Start: 04/01/24 Contract End: 03/31/25</p>	
---	--	--



<p>Named Server: * BASE1 * FS1</p> <p>Nextrio Managed Cloud-to-Cloud Backup * One licensed mailbox per device; additional backup licenses may be purchased separately * Three point-in-time backups per day of Microsoft 365 Exchange Online, SharePoint, OneDrive, and Teams data * One year cloud retention (unlimited storage) while under an active agreement * Managed and monitored daily by Nextrio</p> <p>NOTE: Version upgrades for locally installed line of business applications are separately billable and must be requested by the customer. In addition, virus removal, vendor coordination, and new equipment deployment, repurposing, or redeployment are not included in this service. Restoration of data older than 30 days and software reinstallation due to hardware failure, or for any other reason, will be billed separately.</p>			
---	--	--	--



QTY	DESCRIPTION	RECURRING CHARGES	UNIT PRICE	LINE TOTAL
1	Nextrio Backup 1000, Additional Machine - Recurring Monthly Fee Named Server: * UTIL1	\$109.00 <i>Contract Start: 04/01/24</i> <i>Contract End: 03/31/25</i>		\$109.00
9	Nextrio Managed Switch - Recurring Monthly Fee Solution includes employment of a switch management platform and management and monitoring by Nextrio, specifically: * Switch uptime monitoring * Device health monitoring * Firmware updates * Nightly cloud backup of switch configuration * Network device mapping and change tracking * Network loop detection NOTE: Switch management does not include hardware as a service (HaaS), but Nextrio is happy to quote switch hardware or HaaS separately. Billable troubleshooting and issue resolution services available on demand.	\$43.00 <i>Contract Start: 04/01/24</i> <i>Contract End: 03/31/25</i>		\$387.00
8	Nextrio Managed WiFi Standard AP - Recurring Monthly Fee * Supports 2.4 GHz and 5 GHz (802.11n) * Appropriate for smaller deployments * Employs advanced beam-forming technology allowing for greater range and higher device density	\$43.00 <i>Contract Start: 04/01/24</i> <i>Contract End: 03/31/25</i>		\$344.00
50	Nextrio Managed Authentication - Recurring Monthly Fee	\$15.00		\$750.00





	<p>This solution uses multifactor authentication to reduce the risk of malicious access to systems.</p> <ul style="list-style-type: none"> * Protects logins to remote access systems, servers & workstations, and other compatible applications * Authenticate with a mobile app or hardware token (requires one-time hardware fee) * Includes support of MFA workflow and authentication devices, periodic updates to MFA software, and monitoring of specific MFA alerts * Monthly fee per user <p>NOTE: Nextrio's standard procedure is to implement MFA protection on the administrative accounts to your organization's servers. If any of the users in your organization log on to servers to perform administrative tasks, they will also need to be included as Managed Authentication named users.</p>	<p>Contract Start: 04/01/24 Contract End: 03/31/25</p>		
50	<p>Security Feature Upgrade (Replacing the Managed Threat Intelligence Feature) Included at Existing Price if Signed By 3/25/24 Upgraded Features (Value of \$30 per user/month):</p> <ul style="list-style-type: none"> * Advanced Endpoint Protection <p>Protect all workstations, laptops, and servers with Next-generation Antivirus (NGAV) and Endpoint Detection & Response (EDR).</p> <ul style="list-style-type: none"> * Security Information Event Management (SIEM) <p>Comprehensive SIEM that aggregates and analyzes security events across endpoints, firewalls, and Microsoft 365. Includes a 30-day log retention feature for in-depth security analysis and historical reference.</p>	<p>\$5.00 Contract Start: 04/01/24 Contract End: 03/31/25</p>		<p>\$250. 00</p>

Quote Continued on Next Page



QTY	DESCRIPTION	RECURRING CHARGES	UNIT PRICE	LINE TOTAL
4	Site Fee - Recurring Monthly Fee * Ongoing administration, documentation, and upkeep of each client site	\$150.00 <i>Contract Start: 04/01/24</i> <i>Contract End: 03/31/25</i>		\$600.00

Your recurring charges in addition to the Grand Total:

\$4,582.00 Billed Monthly SHIPPING *\$0.00 Billed Quarterly*
\$0.00 Billed Annually

SALES TAX

SUBTOTAL

GRAND TOTAL

\$0.00
 \$0.00
 \$0.00
 \$0.00
 \$0.00

Prices quoted assume cash payment via eCheck/ACH.

Technical support is available 24x7 (during normal business hours standard rates apply; outside of normal business hours special rates apply).

This is a time-sensitive quotation for the named contractual agreement, subject to Nextrio's standard terms and conditions which may be reviewed at www.nextrio.com/terms

To accept this quotation, sign here and return: _____

Email: quotes@nextrio.com

Fax: 520.232.5417

Credit cards
 small
DUE offset

are also accepted with
 surcharge to **DEPOSIT**
 transaction fees.





Board Action Request

SUBJECT: Simplification of the policy, procedure and documents regarding the Fire Chief's job and performance.

DATE: March 27, 2024

FROM: Director Pete Benequista

TO: Tubac Fire District Board of Directors

Background:

At the January 31, 2024 meeting, the Board of Directors unanimously passed a motion to continue reviewing and simplifying our current policy, procedure and documentation regarding the Fire Chief's performance evaluation. Herein we address two aspects of that effort.

Fiscal Impact:

Will be manifested in a palpable reduction in BOD and staff time, and stress, administering the subject process.

Proposed Motion 1:

I move to add the following sentence to By-laws Article II, Section 5, paragraph D, effective July 1, 2024:

"This process is to be completed no later than 65 days prior to the end of the current one-year term as defined in the Chief's Employment Agreement."

Proposed Motion 2:

I move to adopt the attached two-page, five-item Fire Chief Job Description, effective July 1, 2024.



Position Title: Fire Chief

Job Description

The Tubac Fire Chief is responsible to the Tubac Fire Board of Directors for the following:

Operational Oversight: The Fire Chief is responsible for all operational aspects within the Fire District. This includes preparation, training, and evaluation of personnel. The Fire Chief is to establish and pursue aggressive goals for the speed and quality of emergency medical and firefighting services, to include maintenance and readiness of all physical assets.

Fiscal management: This includes operating budget preparation and execution, capital budget preparation and oversight, and the maintenance of adequate reserves.

Community Relations: This involves all aspects of community relations and maintaining a high level of respect within the community served.

Trust and Esprit de corps: Ensuring a high level of trust within the community and the fire department.



Fire Chief Performance Evaluation Performance Evaluation Standards

The Fire Chief performance is to be evaluated based on the standards set forth in this instrument. If you feel you don't have enough information to rate an item, write in "n/a" for "no answer".

Evaluation Standards

Performance Level	Definition
Exceeds Expectations	Performs above what is required of the position
Meets Expectations	Performs what is required of the position
Below Expectations	Performs below what is required of the position

Key Responsibilities:

1. Leadership and Administration:
 - Provides strong leadership to the Fire District personnel;
 - Develop and implement policies to ensure efficient and effective department operations;
 - Collaborate with the Board of Directors, local authorities, government agencies, and community organizations.
2. Personnel Management:
 - Recruit, train, and supervise firefighting, emergency medical services, and administrative staff;
 - Develop and implement training programs for firefighting and medical personnel;
 - Stay informed about and implement the latest firefighting techniques, technologies, and safety procedures;
 - Encourage ongoing education and certifications for staff.

3. Emergency Response:

- Oversee and coordinate emergency response activities;
- Ensure Compliance with safety standards and protocols during firefighting and rescue operations;
- Participate in emergency response when necessary.
- Develop and update emergency response plan;
- Conduct drills and exercises to ensure readiness for various emergency scenarios;
- Collaborate with other agencies to enhance overall emergency preparedness.

4. Budget and Resource Management:

- Develop and managed the fire department budget;
- Identify and secure the necessary resources, equipment, and training materials;
- Monitor and control expenditures to stay within budget constraints.

5. Community Outreach:

- Establish and maintain positive relationships with the local community
- Conduct public education programs of fire safety and prevention;
- Participate in community events and forums.



Fire Chief Performance Evaluation

Score Sheet

The Fire Chief performance is to be evaluated based on the standards set forth in this instrument. If you feel you don't have enough information to rate an item, write in "n/a" for "no answer".

Evaluation Standards

Performance Level	Definition
Exceeds Expectations	Performance above what is required of the position
Meets Expectations	Performs what is required of the position
Below Expectations	Performs what is required of the position

Key Responsibilities:

1. Leadership Responsibilities:

<input type="checkbox"/>	Exceeds Expectations	<input type="checkbox"/>	Meets Expectations	<input type="checkbox"/>	Below Expectations
--------------------------	----------------------	--------------------------	--------------------	--------------------------	--------------------

Comments: _____

2. Personnel Management:

<input type="checkbox"/>	Exceeds Expectations	<input type="checkbox"/>	Meets Expectations	<input type="checkbox"/>	Below Expectations
--------------------------	----------------------	--------------------------	--------------------	--------------------------	--------------------

Comments: _____

3. Emergency Response:

<input type="checkbox"/>	Exceeds Expectations	<input type="checkbox"/>	Meets Expectations	<input type="checkbox"/>	Below Expectations
--------------------------	----------------------	--------------------------	--------------------	--------------------------	--------------------

Comments: _____

4. Budget Response:

<input type="checkbox"/>	Exceeds Expectations	<input type="checkbox"/>	Meets Expectations	<input type="checkbox"/>	Below Expectations
--------------------------	----------------------	--------------------------	--------------------	--------------------------	--------------------

Comments: _____

5. Community Outreach:

<input type="checkbox"/>	Exceeds Expectations	<input type="checkbox"/>	Meets Expectations	<input type="checkbox"/>	Below Expectations
--------------------------	----------------------	--------------------------	--------------------	--------------------------	--------------------

Comments: _____

Total Score:

_____ Exceeds Expectations
_____ Meets Expectations
_____ Below Expectations

Overall Comments:



JOB DESCRIPTION -- FIRE CHIEF

General Description:

The primary duty of the Fire Chief is to serve as the Chief Executive Officer, providing the knowledge, skills and leadership to manage the Fire District. The Fire Chief shall administer all aspects of the Fire District, formulating management strategies to ensure the proper, efficient and ethical completion of the goals and objectives set by the Fire District Board. The Fire Chief shall provide oversight and review of all operational fire district functions. The Fire Chief shall perform all duties as defined in A.R.S. § 48-803(D).

Job Scope:

The Fire Chief is responsible for all operations and activities of the Fire District. The position involves a high degree of regular contact with others both inside and outside the Fire District as he or she works highly independently on a wide variety of complex duties and responsibilities with only general direction given by the Fire District Board. Performance of functions has significant financial, reputational, and operational impact upon the District which requires the incumbent to use a high degree of judgment and tact in the execution of the essential functions. The position requires travel both inside and outside the District as he or she represents the District in community, political, and other fire service related activities; additionally, the position involves frequently working under a high degree of stress and requires working long hours in the performance of essential functions.

Supervision Received:

The Fire Chief works at the pleasure of and under the guidance and direction of the Tubac Fire District Board of Directors, who review work on the basis of overall results achieved. The Fire Chief may consult with the Board on problems relating to policy planning, but works independently in supervising the overall technical operations and is responsible for the proper administration of all affairs of the District.

Supervision Exercised:

The Fire Chief is responsible for direct supervision of the Assistant Chief/Fire Marshal and office staff, and indirect supervision of all other District employees. The Fire Chief carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include overseeing and/or participating in interviewing and hiring; training employees; planning, assigning and directing work; appraising performance; motivating and mentoring employees; and addressing complaints and resolving problems.

Essential Functions and Responsibilities: *The essential functions of the position include, but are not limited to, the following duties and responsibilities that are listed in no particular order of importance or significance:*

Human Resource Management

- Direct the administration of the District through effective leadership over all District personnel and programs.

- Oversee the development and management of effective human resource practices, including but not limited to recruitment, selection, employee/labor relations, employee benefits, compensation administration, training/development, and employee assistance.
- Evaluate employee/management relationships and ensure appropriate development of processes to support a positive and participative work environment.
- Develops goals and objectives for successful performance of District personnel.
- Supports, coordinates, and interfaces with all officers of the District.
- Maintains positive working relationships with all TFD employees.

General Administration

- Collaborate with the Board and staff to develop and implement the District's strategic plan.
- In conjunction with District staff, develop the appropriate tactics to achieve the goals and objectives of the strategic plan.
- Manage the development and implementation of all TFD policies and procedures.
- Manage and administer District projects, annexations and contracts.
- Recommend strategic initiatives, projects and opportunities to the Board.
- Effectively work with other public and private organizations, striving for optimal and collaborative working relationships.
- Direct and oversee the preparation of materials for Board meetings including agendas, meeting minutes and reports to the Board.
- Direct the legal posting and publication of legal advertisements.
- Manage the District's public and financial records control systems including internal audits, bank controls, tax audits and Records Retention and Disposition schedule.
- Coordinate with District legal counsel to ensure compliance with applicable federal, state and local laws and regulations.
- Manage public and financial records including implementation of the District's Records Retention and Disposition schedule.
- Ensure that all records are released according to legal requirements.
- Manage the Bylaws, Resolutions, and other legal instruments of the Board.
- Comply strictly with the rules, policies and procedures as set forth by the District.
- Maintain professional education and interaction at meetings and conferences in order to keep abreast of changes in requirements affecting the District as well as current trends in the Fire/EMS field.
- Delegate authority in order to complete assigned tasks in the most efficient manner.

Financial Management

- Perform financial strategic planning, including preparation and management of the annual budgets within the tax levy rate set forth by the Board.
- Provide accurate and timely accounting of District finances to the Board.
- Pursue, develop, and implement alternative funding and revenue opportunities.
- Oversee the procurement and management of all fire district assets, ensuring compliance with applicable laws and District policies.
- Manage the District's inventory of resources, equipment, and facilities and manage the maintenance of all resources, equipment and facilities.

Emergency Services Delivery

- Direct the analysis of fire and emergency service needs, and develop plans and techniques to provide adequate protection for the TFD.
- Oversee coordination with neighboring departments and emergency service agencies.
- Oversee ongoing evaluation of the operational readiness and performance of emergency preparedness and response systems.

- Maintain competency in current operational procedures and keep abreast of current trends in modern fire service and emergency medical services management.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with other agencies to provide seamless customer service.
- Serve as a member of the District's Incident Management Team.

Health and Safety

- Develops and provides leadership for a risk management program in order to minimize personnel injuries and property damage.
- Ensures necessary safety procedures are in place and followed by all District personnel.

Community and Government Relations

- Manage the District's public relations and community participation efforts.
- Represent the District in all communications and relations with other fire districts, vendors, and the public.
- Represent the District with County and State offices such as Clerk of the Board, Assessor's office, Recorder's office and State Department of Revenue on such projects as annexations and elections.
- Maintain a personal and District community involvement, as well as encourage individual employees to actively participate in community activities not directly related to TFD.
- Maintain positive relationships with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the District's activities.
- Represent the TFD in a variety of local, county, state, and other meetings.
- Conduct, attend, and interact in meetings with TFD personnel, public agencies, and the public at large.
- Monitor local, state and federal legislative activities, given fire service issues, in order to enhance the effectiveness of the District.

Reporting Obligations:

- Provide monthly financial reports to the Board in order to ensure communication of accurate and timely accounting of District finances.
- Provide the Board with weekly e-mail updates of events, meetings and actions occurring in the prior week.
- Distribute meeting agendas and all supporting documentation at least 5 calendar days prior to the next meeting.
- Prepare a thorough staff report for every item on a board agenda with the following:
 - Background Information on the item
 - Board alternatives and actions needed
 - Cost/Benefit analysis of the item on the budget and strategic plan
 - Staff's recommended board action
 - Attachments of documents necessary for a good understanding of the item

Minimum Qualifications:

- A Bachelor's degree from an accredited college or university recognized by the U.S. department of Education in Fire Science, Business Administration, Public Administration or other related field.
- A minimum of twelve (12) years of experience in the fire/emergency services industry with at least five (5) years in a Chief Officer role
- Experience in development and management of budgets, preferably in a governmental setting
- Ability to meet TFD Health and Wellness standards
- Ability to meet insurability requirements of the District's insurance carrier
- Valid Arizona Driver's License, or ability to obtain within 30 days of employment

- Primary residence within TFD boundaries is desired; however, if not feasible based on current residency, the position requires residency that readily allows for active involvement and accessibility to the community, with a planned goal of District residency.

Preferred Qualifications:

- Master's degree in Fire Administration, Business Administration, Public Administration or other related field
- Executive Fire Officer (EFO) or Chief Fire Officer (CFO) designation
- Current Emergency Medical Technician (EMT) or Paramedic (CEP) certification, either Arizona or National Registry
- Understanding and working knowledge of statutory requirements of special districts

Knowledge, Skills and Abilities:

Strong working knowledge of:

- Current office practices and standards including but not limited to automation, computerized systems and software programs, segregation of duties, correspondence management, document storage/management per statutory requirements, purchasing and inventory management.
- Governmental budgeting and financial management practices, principles, systems, and reporting
- Federal, state and local laws, rules and regulations as pertain to fire district administration
- Laws and regulations pertaining to public safety, labor relations and human resource management
- Effective communication and team building practices
- Management principles, policies and procedures regarding fire and emergency medical services administration
- Practices, regulations, methods, and equipment used in EMS, Command, Fire Suppression, and Fire Codes, according to NFPA guidelines, regional, state, and federal standards
- NIMS and Incident Command Systems and their practical applications
- Risk management and compliance issues related to, HIPAA, OSHA and NFPA and insurance
- Business English, spelling and basic math
- Accounting principles, practices and software programs
- Public purchasing, materials management and procurement processes
- Investment fund management and governmental debt administration

Ability to:

- Demonstrate political astuteness required to be effective in the performance of the position of Fire Chief.
- Lead, motivate, train, coordinate, and evaluate District personnel and programs and to assist in achievement of District goals and objectives.
- Provide leadership to career employees with particular emphasis on mentoring and succession planning.
- Administer effective employee relations programs.
- Prioritize and effectively organize and facilitate administrative duties to meet established time frames
- Collect pertinent data to annually develop and implement a fiscally responsible and effective budget within statutory regulations
- Analyze administrative challenges, implement and evaluate corrections
- Develop long-term relationships with influential community and governmental agencies including the news media, business and community groups
- Identify and protect confidential information and records
- Effectively coordinate, run and ensure documentation of District meetings as needed including but not limited to board meetings, public hearings, and work study sessions
- Make critical decisions and act under emergency conditions using appropriate incident and personnel management techniques
- Demonstrate effective oral and written communications, both in individual or group settings

- Handle sensitive and delicate public relations situations with a high degree of firmness and cordiality
- Interpret both simple and complex rules, regulations, policies and decisions rapidly and make firm, fair consistent decisions based on the same
- Plan and organize multiple changing responsibilities; prioritize work to meet goals and objectives within an acceptable timeframe
- Interact effectively and appropriately with all District personnel, elected officials, other public safety organizations and the public
- Establish, foster and maintain positive working relationships and interactions with the community, other governmental agencies, and other business groups.

Physical Demands:

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. The position exposes the Fire Chief to physical hazards from emergency response and work at various emergency medical and fire scenes, sitting, standing, stretching, bending, and lifting objects weighing more than 25 pounds, above the shoulders, below the knees or at arm's length. The position requires extensive use of office machines such as, but not limited to computers, copiers, calculators and telephones. Frequent driving of a motor vehicle, both in emergent and non-emergent situations is required and extensive public contact is common. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands:

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with fire district personnel, other organizations and the public.

Work Environment:

The work environment characteristics described here are representative of those an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Work is primarily performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is occasionally performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

TUBAC FIRE DISTRICT

PERFORMANCE EVALUATION FORM

Employee's Name: _____
 Title/Rank: _____
 Date of Report: _____
 Current Salary Step: _____
 Supervisor's Name/Title: _____
 Date of Hire: _____
 Review Period: _____
 Date of Promotion: _____

Annual Review Semi-Annual Review Probationary Review Other

PERFORMANCE FACTORS	
ALL EMPLOYEES	SUPERVISORS
1. Customer Service	7. Managing and Developing People
2. Sense of Ownership	8. Leadership and Direction Setting
3. Teamwork	
4. Job Skills & Competencies	
5. Interpersonal Skills	
6. Initiative	

OVERALL EVALUATION DEFINITIONS			
Performance Does Not Meet Departmental Standards	Performance Meets Departmental Standards	Performance Exceeds Departmental Standards	Performance is Outstanding
<ul style="list-style-type: none"> ▪ You do not demonstrate necessary knowledge, skills, abilities, and commitment required for the job. ▪ Performance goals have not been accomplished by the agreed upon deadline. ▪ You need to make immediate performance improvements within the specified time period. ▪ A "Does Not Meet Departmental Standards" rating means that performance does not currently meet expectations and is less than acceptable. 	<ul style="list-style-type: none"> ▪ You are successful at meeting expectations for effective job performance. ▪ You demonstrate acceptable job skills. ▪ You complete tasks with minimal supervision and all performance goals are met by the established deadline. ▪ A "Meets Departmental Standards" rating means overall positive performance. You meet the department's expectations of job, rank, and employment duration. 	<ul style="list-style-type: none"> ▪ Your performance frequently exceeds expectations for job responsibilities and objectives. ▪ You possess an above average working knowledge of the major aspects of your total job and have had experience in each of these areas. ▪ You complete all performance goals on or before the deadline. ▪ An "Exceeds Departmental Standards" means your performance is well above what is required. 	<ul style="list-style-type: none"> ▪ Your overall performance not only exceeds all expectations, but is superior in most, if not all performance areas. ▪ You achieve all performance goals on or before the deadline and then take on additional duties or special projects. ▪ You produce a high volume of superior quality work while providing exceptional customer service to internal and external customers. ▪ An "Outstanding" means you excel in every area of the job or is reserved for those with extraordinary accomplishments that had a significant impact on the department in addition to performing <u>their-your</u> regular duties.

1. CUSTOMER SERVICE:

Is known as a service giver, both internally and externally. Demonstrates actions that reflect a belief that customer needs come first. Promptly responds to citizen concerns and inquiries. Solicits customer feedback in an effort to improve service. Promotes organizational activities and goals when participating in community events. Demonstrates a cooperative spirit with respect for all internal and external customers.

 1

 2

 3

 4

Performs customer service below department standards.

Performs customer service in accordance with department standards

Frequently performs customer service above department standards.

Consistently performs customer service above department standards.

EXAMPLES OF PERFORMANCE AND SUPERVISOR'S COMMENTS:

2. SENSE OF OWNERSHIP:

Openly supports organizational goals and management directives. Gives others the benefit of the doubt. Is helpful, courteous and respectful. Shows pride, poise and professionalism in his/her work. Accuracy of work performed is reliable and constant. Uses a common-sense approach to handling situations. Consistently shows good judgment in decision-making and takes a responsible role in decision making and implementation. Shows up for shifts and meetings on time. Uses leave time appropriately. Continually strives for excellence in service and performance. Meets performance standards for the position. Dress and grooming are appropriate for job. Maintains neat, clean work area. Respects use of District time, money and/or equipment.

 1

 2

 3

 4

Sense of ownership is below department standards

Maintains a sense of ownership in accordance with department standards

Frequently maintains a sense of ownership above department standards.

Consistently maintains a sense of ownership above department standards.

EXAMPLES OF PERFORMANCE AND SUPERVISOR'S COMMENTS:

3. TEAMWORK:

Is an effective team member. Encourages good teamwork among co-workers and other agencies that he/she interacts with. Encourages partnerships within the District, the community, other agencies, etc. Willingly shares information, ideas and resources. Can be counted on as a team member.

1

2

3

4

Demonstrates team work below department standards.

Demonstrates team work in accordance with department standards.

Frequently demonstrates team work above department standards.

Consistently demonstrates team work above department standards.

EXAMPLES OF PERFORMANCE AND SUPERVISOR'S COMMENTS:

4. JOB SKILLS & COMPETENCIES:

Understands the concepts, techniques and requirements of the job. Keeps up with trends in the field, as well as in the specific rank and/or position. Has a good working knowledge of TFD. Meets or exceeds minimum job standards (i.e. MCS's). Attends training with a positive attitude and meets all required training standards. Retains information, understands instructions, prepares for classes and drills and passes tests or exercises. Displays proficiency in patient care and medical knowledge as required by certification level (if applicable). Shares knowledge with crew. Displays a conscious attitude to protect one's self and others through safe work practices; wears appropriate safety gear. Is able to identify work hazards and take necessary steps to ensure the hazard is resolved. Understands and supports departmental fitness goals and participates as required. Maintains level of fitness to perform at appropriate level to meet demands of the position.

(Refer to job description, SOGs, and other documented job-related expectations)

1

2

3

4

Performs job skills and competencies below department standards.

Performs job skills and competencies in accordance with department standards.

Frequently performs job skills and competencies above department standards.

Consistently performs job skills and competencies above department standards.

EXAMPLES OF PERFORMANCE AND SUPERVISOR'S COMMENTS:

5. INTERPERSONAL SKILLS:

Demonstrates a positive, can-do attitude. Maintains an even temperament demonstrating emotional maturity. Maintains sensitivity to supervision and personal relationships. Resolves conflicts directly, quickly and completely. Maintains an appropriate sense of humor. Gives and receives criticism well. Communicates well in one-on-one and group situations. Establishes and maintains eye contact. Makes sure listeners understand message delivered. Demonstrates sincere interest in what others are saying.

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Displays interpersonal skills below department standards.	Displays interpersonal skills in accordance with department standards.	<u>Frequently</u> displays interpersonal skills above department standards.	<u>Consistently</u> displays interpersonal skills above department standards.

EXAMPLES OF PERFORMANCE AND SUPERVISOR'S COMMENTS:

6. INITIATIVE AND ACCOMPLISHMENT OF GOALS:

Achieves goals set on the Goal Setting Worksheet. Shows enthusiasm for personal, professional, and organizational improvement. Performs tasks when needed without prompting. Sets and enforces high, yet attainable standards. Is willing to put in the necessary time to see that assignments are completed on a thorough and timely basis. Identifies opportunities to improve systems and procedures. Quickly turns around documents that requires a response. Promptly returns phone calls, E-mail messages, etc. Responds promptly to requests for information or assistance. Maintains a high level of efficiency. Willing to take risks to improve procedures or results. Assists staff in learning from errors made while engaged in risky projects. Maintains medical certifications per National Registry and/or ADHS guidelines (if applicable). Demonstrates ability to perform tasks energetically and puts forth extra effort. Ability to perform quality work, routine duties, special assignments with a minimum of supervision.

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Lacks initiative and requires prompting in order to perform or improve.	Shows initiative towards tasks and in personal and professional development.	<u>Frequently</u> displays superior initiative toward tasks and personal/professional development.	<u>Consistently</u> displays superior initiative toward tasks and personal/professional development.

EXAMPLES OF PERFORMANCE AND SUPERVISOR'S COMMENTS:

7. MANAGING AND DEVELOPING PEOPLE: (For Supervisors Only)

Defines and delegates responsibilities and establishes performance standards and goals that are clear and appropriate. Plans, organizes, directs, and coordinates personnel, equipment, and activities. Fosters individual growth, monitors performance, and provides constructive feedback through training, coaching, and timely performance evaluations. Recognizes, investigates, and resolves conflicts and infractions of policies in a positive, timely manner.

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Lacks effective ability to manage and develop people.	Demonstrates effective ability to manage and develop people.	<u>Frequently</u> demonstrates effective ability to manage and develop people.	<u>Consistently</u> demonstrates effective ability to manage and develop people.

EXAMPLES OF PERFORMANCE AND SUPERVISOR'S COMMENTS:

8. LEADERSHIP AND DIRECTION SETTING: (For Supervisors Only)

Leads by example in a manner that positively contributes to the department's overall goals. Identifies key issues and sets priorities. Provides a clear sense of direction that is aligned with District strategic plans and goals. Influences others in a positive fashion. Functions as a mentor for employees. Develops systems and processes to organize the unit's work flow to assure efficiency and effectiveness. Demonstrates ability to motivate both self and others.

1

2

3

4

Lacks effective ability to lead and set direction for others.

Demonstrates effective ability to lead and set direction for others.

Frequently demonstrates effective ability to lead and set direction for others.

Consistently demonstrates effective ability to lead and set direction for others.

EXAMPLES OF PERFORMANCE AND SUPERVISOR'S COMMENTS:

SUPERVISOR'S COMMENTS

Employee has met assigned goals Employee has NOT met assigned goals
 Employee has completed all required annual HR training assigned on Target Solutions Yes No
***HR Policy Guidelines Manual: Harassment / Sexual Harassment pg. 44 / Workplace Violence pg. 47**
 Employee certifications are up-to-date Yes No

(Attach completed Goal Setting Worksheets to this evaluation)

OVERALL EVALUATION SCORE

1.0 – 1.66	1.67- 2.32	2.33- 3.32	3.33 – 4.0
Does Not Meet Departmental Standards	Meets Departmental Standards	Exceeds Departmental Standards	Outstanding
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

EMPLOYEE COMMENTS

(Employee's Self-Evaluation is attached. Comments are in response to the supervisor's evaluation)

I have reviewed this evaluation and discussed the contents with my supervisor. My signature indicates that I have been advised of my performance and does not necessarily imply I agree with the contents of this evaluation. My comments are noted above.

Employee Signature

Date

Supervisor Signature

Date

2ND Level Supervisor (Reviewer) Signature

Date

Fire Chief

Date

BY-LAWS

OF

TUBAC FIRE DISTRICT

Adopted by the

Board of the Tubac Fire District

Amendment Date: March 30, 2022

ARTICLE I

General

1. Purpose. These By-Laws set forth the general rules and guidelines of conduct for the Tubac Fire District Board (the "Board"). It is the policy of the Fire Board to conduct its business as monthly public meetings. No member of the Board has the authority to act on behalf of the Board or the District unless specifically authorized by a majority vote of the Board.
2. Conflict with Applicable Law. In the event of any conflict in the laws governing the conduct of the Tubac Fire District (the "Fire District"), then such conflict shall be resolved by applying the regulating authority in the following order of priority: (a.) Constitution of the State of Arizona; (b.) Arizona Revised Statutes Annotated; c.) the By-Laws for the Fire District; and (d.) the Standing Rules of the Board.
3. Reference to Applicable Law. Any reference made in these By-Laws to controlling or applicable law, rules or regulations shall include all pertinent amendments thereto.
4. Definitions. The following definitions shall apply to these By-Laws:
 - A. "Board" shall mean the governing body of the Tubac Fire District.
 - B. "District" shall refer to the Tubac Fire District.
 - C. "Standing Rule" shall mean the rules and regulations adopted and modified, from time to time, by the Board from time to time as they are needed in the form of resolutions establishing guidelines for a Fire District meeting which have been adopted by a majority vote of the Board with or without previous notice.

ARTICLE II

The Board

1. Members. There shall be five members of the Board.
2. Qualifications. A member of the Board must be a resident of the Fire District at the time of his or her election, and must remain so during his or her incumbency.
3. Election. Members of the Board 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 years. Elected Board members shall be installed at the first meeting following his or her election. Appointed members shall take office following administration of the oath of office. Each Board member is required to take the oath of office prior to being installed as a Board member. Re-elected and re-appointed Board members shall take an oath of office prior to commencement of each term.

5. Duties and Responsibilities. The Board is vested with the authority for managing the affairs of the District pursuant to the laws of the State of Arizona as may be applicable to governing the management of fire districts and best practices to achieve the best interests of the District.

A. Unless otherwise set forth by statute, the Board shall act through a majority of a quorum by action taken at a properly noticed public meeting.

B. The Board shall be responsible for adopting the District's budget and setting the District's policies in furtherance of the District's public safety mission.

C. 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 policies and the Board shall provide the Fire Chief with the resources necessary or reasonably required to do so.

D. The Board shall schedule and conduct a review of the Fire Chief's performance annually. The review shall take into account all factors that are included in the Fire Chief's Employment Agreement, the Fire Chief's Job Description, and previous Board Directives. Documentation shall comprise those forms and formats currently in use by the Tubac Fire District and provided to the Chief in advance. The Board shall conduct the Fire Chief's performance review in executive session in accordance with the relevant open meeting law statutes unless the Fire Chief requests it be conducted in open meeting. The Board shall approve the documented review in open meeting. Within one week, the Board Chairperson shall meet with the Chief in private to go over the evaluation, note the Chief's comments, obtain signature, and provide a copy.

6. Role of Individual Board Members: Board members individually have not authority to act on behalf of the District and the individual Board members have no more power or authority than any other resident of the District. Board members shall use their best efforts to be sure they make decisions based on the best information available and shall use their best efforts to be sure each of the Board members has the same information available upon which decisions in the best interest of the District are made.

7. Financial Oversight: Each Board member shall be responsible for the following:

A. to make a monthly review of:

i. the District's reconciled balance sheet accounts; and,

ii. the District's financial reports, the updated cash flow projections report and all month-end fund statements and reports of the preceding month to include those reports provided by the county treasurer and each of the financial institutions in which the district maintains an account; and,

B. in the event any financial report or cash flow projection report would indicate that the District is likely to violate section 48-805.02, subsection D, paragraph 1, as may be amended from time to time, or that would indicate an adverse impact on the ongoing operations or liquidity of the District, a Board member shall report the information to the Board and the

Board chairman shall report the information, in writing and delivered by certified mail, to the county treasurer and the county board of supervisors within ten days after the discovery.

8. Disclosure: Within a reasonable time following election or appointment, each Board member shall disclose any conflicts of interest or potential conflicts of interest that each Board member has or may have regarding the District. The Board shall update its Disclosures each December.

9. Compensation. The Board shall serve without compensation and will only be reimbursed for any actual and reasonable expenses incurred on behalf of the Fire District as determined by the Fire Board.

10. Vacancies. In the event that there is a vacancy in the Board caused by the death, resignation, or any other reason, of a Board member, then this vacancy may be filled by an individual selected by a majority of the remaining Board members. An individual selected by the Board shall serve until the expiration of the term of the Board member whose position he or she replaced.

ARTICLE III

Officers

1. Officers. The Board shall be administered by a Chairperson, Treasurer 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.

4. Term. All officers shall serve for a term of one 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 appropriate procedure and that order and decorum are observed at the meetings.

6. The Clerk. The Clerk must have available at every meeting of the District the Minutes of the previous meeting and all other Minutes that have not been approved and the By-Laws of the District. The Clerk is the official custodian of all the records of the District. The Clerk must insure that all committees have such documents as they require for the performance of their duties. The Clerk, in the event of the Chairperson's absence or inability to act, shall have all the authority of the Chairperson.

7. The Treasurer. The Treasurer shall be familiar with the annual budget and have a copy available at each regular Board Meeting.

8. Removal of Officers. An officer may be removed in the following manner: At least two (2) members must propose the removal of any one office, this may be done by one member making a motion to remove an officer and another member seconding the motion. In order for an officer to be successfully removed from office, at least three members of the Board must vote for such removal.

9. Death or Resignation of Officers. An officer may resign at any time by giving the Board written notice of his or her resignation. Resignations are effective upon delivery to the Board and do not require acceptance by the Board. Upon the death of an officer, the office shall be deemed to be vacant as of the date of death.

10. Vacancies. In the event that an office of the Fire District 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 he or she replaced.

ARTICLE IV

Board Committees

1. Formation. A committee may be formed by the Board in the following ways.

A. Any member of the Board present at a meeting may propose the establishment of a committee. A motion to establish a committee must be approved by a majority vote of the Board. A committee may be appointed for one of the following purposes or any other purpose deemed reasonable by the Board:

1. To consider and report suitable action on a resolution or other matter referred to;
2. To consider a subject and recommend a resolution covering the action it recommends the District take;
3. To investigate a certain issue and report facts with its opinions thereon;
4. To execute an order of the District; or
5. To represent and act for the District in a certain matter.

B. The Board may direct the Fire Chief to form a committee to study any issue and report to the Board. Any such committee may be formed and shall conduct its business under the direction of the Fire Chief or his designee. Committees formed by the Fire Chief at the direction of the Board must comply with the Open Meeting Laws.

2. Term. The committee may serve for a reasonable term, as designated by the Board, and, should the committee fail to make its recommendations or file its report within the designated term, then the Board may extend such term or discharge the committee, as it sees fit.

3. Membership Qualifications. Any individual residing within or without 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 Chair. In the event that nomination is made from the Board, then the member may only qualify if he or she receives a majority vote of those Board members present at the meeting. No more than two (2) members of the Board may be appointed as committee members.

4. Authority of the Committee. A committee is authorized to perform only such acts as are within the reasonable scope of the object of the committee. Expenses incurred by the committee must receive prior approval of the Board and must be reasonable in scope.

5. Open Meeting Law: All committees formed by the Board are required to comply with the 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 report or recommendations of the committee are rejected, and the committee is requested by the Board to review the report or recommendations and make modifications, (b.) The committee is informed in writing by the Chairperson of the Board that it is the decision of the Board to discharge the committee prior to the making of the report, or c.) The committee is a standing committee.

8. Structure. The Chairperson of the Board will appoint a Chairperson of the committee. The Chairperson, or the Chairperson's designee, is the member who reports to the District. The committee may also select a secretary.

ARTICLE V

Meetings

1. Notice. Notice must be given by (a) posting a notice of the meeting in the place or places designated by the District in statements filed pursuant to A.R.S. § 38-431.02 with the Arizona Secretary of State and the Clerk of the Santa Cruz County Board of Supervisors, and (b) giving such additional public notice as the Board determines to be reasonable and practical. The notice shall include an agenda of the matters to be discussed or decided at the meetings.

2. Quorum. Three members of the Board shall constitute a quorum. Board members must be present in person or in the manner authorized in Section 12 below of this Article V during the meeting. Should the Board membership 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.

3. Agenda.

A. The agenda must be available at least twenty-four (24) hours in advance of the meeting, unless (a) an actual emergency exists, or (b) a meeting has been recessed and resumed as provided in Section 8 of this Article V. Except for an emergency situation, only matter listed on the agenda and other matters related thereto may be discussed, considered or decided at the meeting.

B. Any board member, the Fire Chief, or the Fire District's attorney may submit an item to be included on the agenda of the next scheduled meeting provided that items are submitted at least three business days in advance to permit proper notice. All submissions must be in writing and include the following information:

- 1.) The name of the person submitting the item;
- 2.) The specific wording of the item to be placed on the agenda;
- 3.) Background information regarding the agenda item; and
- 4.) Any proposed motion or other action.

4. Regular Meetings. The regular meeting of the Fire District is to be held on the last Wednesday of each month.

5. Special Meetings.

A. The Chairperson may call a special meeting at any time, by giving the notice required by the law and providing an agenda for the special meeting, as required by Arizona law.

B. At the written request of two 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 law. In the event the Chairperson fails to call a Special Meeting, at the written request of two Board Members, the Clerk shall call a Special Meeting.

6. Ratification of a Prior Act, the notice requirement for ratification of a prior act taken in violation of Arizona law is seventy-two (72) hours. Ratification must take place within thirty (30) days after the discovery of the violation or after such discovery should have been made by the exercise of reasonable diligence.

7. Emergency Meetings. In the case of an actual emergency, less than 24 hours' notice of a meeting may be given and the notice that is actually given shall be appropriate to the circumstances generating the emergency; however, there are three (3) requirements which must be met which are as follows:

A. An announcement must be made at the meeting of the reasons necessitating the emergency meeting;

B. A statement must be made in the minutes of the meeting setting forth the reasons for the emergency meeting; and

C. 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 under paragraph 3.

8. Meeting Recessed. Less than twenty-four (24) hours' notice may be given when a properly noticed meeting is recessed to a later date. Prior to the recessing, 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. This notice must also comply with the agenda requirements respecting matters to be addressed when resumed.

9. Order of Business. The order of business at any public meeting is as follows; however, the order of business may be changed by the Chairperson:

A. Call to order and Pledge.

B. Roll call and a determination that a quorum exists.

C. Consent agenda.

D. The review of the Minutes of the previous meeting and their approval, modifications or amendment.

E. Correspondence.

F. A call to the public for comments about the Fire District (subject to any time limitation).

G. Reports of any committee.

H. Reports from the Fire Chief and from persons advising the Fire District on current events impacting the District, financial reports, and related matters.

I. Unfinished business.

J. New business.

K. Announcements.

L. Adjournment.

10. Minutes. The written Minutes record any and all official acts of the District taken by the Board. If any conflict exists between the Minutes and any other record of a meeting of the District, then the Minutes as approved by the Board shall prevail.

11. The Approval, Ratification and Amendments to the Minutes. The Minutes of a meeting of the District 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 of a previous meeting, those Minutes shall be signed by the Clerk. After the Minutes have been approved, amended or modified at the next regular meeting, subsequent amendments or modifications may only be made in accordance with the following requirements:

A. An amendment or modification of a grammatical, typographical, or other non-substantive error in the Minutes may be proposed at any time; and

B. A substantive amendment or modification to the Minutes may be proposed, discussed and adopted only at a regularly scheduled public meeting. A substantive amendment or modification to the Minutes may only be voted if a majority of the Board members who originally approved the Minutes are present and can vote on the subsequent amendment or modification as Board members.

12. 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 both the Chairperson and Clerk, the Treasurer will preside. 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 a roll call count is requested by any Board member, then the Chairperson shall require a roll call vote.

B. The public shall have access to all meetings, except for Executive Sessions.

C. The Board may arrange for a participation by telephone or video conference for a Board member otherwise unable to attend. In the event that a telephone or video conference is made available, then the following procedure must be followed: (a) the notice or the agenda should state that one or more members of the board will participate by such method; (b) facilities must be set up in order to permit to observe telephone or video communications; c.) there should be a clear identification of all members participating by such method; and (d) the Minutes of the meeting should identify members participating by telephonic or video communications and should describe the procedures followed.

ARTICLE VI

Executive Sessions

1. Requirements. Upon a public majority vote of sufficient members to constitute a quorum, an executive session may be held only for the purposes specified by Arizona law.

2. Procedures. 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.

3. Notice. If an executive session is to be held, notice shall be given to the members of the Board and to the general public stating the specific provision of law authorizing the executive session.

4. 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.

5. 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 sessions.

6. Limitations. The Board may not take an informal vote or preliminary voter or a final vote in Executive Session. All action must be taken at a public meeting pursuant to a properly noticed agenda item with sufficient information provided to apprise the public of the subject matter of the action being taken.

ARTICLE VII

Maintenance of Records

1. The Responsibility of the Clerk. 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. Minutes must be taken of all public meetings and executive sessions. Either written minutes in draft form or a recording of public meetings must be available for public inspection within three (3) working days after a meeting. No recording shall be made of any executive session and access to executive session minutes is restricted pursuant to Arizona law. 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.

D. 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 including the numerical breakdown of the vote and how each Board member voted.

E. The name of each member of the public making a statement or presenting material to the Board and a specific reference to the action to which the statement or presentation relates.

F. A full description of the nature of any emergency matter, specifically including, but not limited to, the circumstances necessitating the emergency.

G. In the event that a prior act in violation of the Open Meeting laws of the State of Arizona 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 the date, time and place of posting, must be kept in accordance with the District's record retention policy.
4. Executive Sessions. The Minutes of an executive Session must be maintained as confidential documents subject to Arizona law.
5. Committees. 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.
6. Resolutions. All resolutions shall be set forth clearly in the Minutes and shall also be recorded separately from the Minutes in a book containing all current policies of the District.
7. Agendas. The agendas for all meetings shall be preserved with the written Minutes for each meeting and must be maintained indefinitely.

ARTICLE VIII

Finances

1. Annual Report to Santa Cruz County. The Board shall submit an annual report to Santa Cruz County pursuant to the requirements of the law of Arizona, as amended from time to time.
2. Annual Budget. The Board shall adopt 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 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.
3. Annual estimate. No later than August 1st of each year, the Chairperson must submit to the Board of Supervisors of Santa Cruz County an estimated, 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. The annual estimate must in all other ways comply with the requirements of the laws of the State of Arizona.
4. Authorized Expenditures. The Board is authorized to make expenditures as is permitted by the Arizona laws, as amended from time to time. 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.

ARTICLE IX

Execution of Documents

1. General. All documents, instruments or any written material whatsoever binding upon the District shall be **approved by the Board and** executed by the Chairperson of the Board for the District or in Chairperson's absence, by the Clerk, provided, however, that the Board may, by resolution **or motion**, authorize officers, employees, or appointees of the District to execute documents, instruments, or other written material binding on the District **including authorization to the Fire Chief to execute documents impacting District operations that do not require payment by or to the District.**

2. Finance Documents. All documents, instruments and any written material whatsoever which evidence money owed by, or money to, the District should be executed by a minimum of two (2) Board members. Notwithstanding the foregoing, the Board may authorize officers, appointees, or employees to sign checks pursuant to a purchasing policy adopted under Article VIII, Section 4.

ARTICLE X

Fire Code and Standards

1. Adoption. The Board may adopt, amend or revise a nationally recognized fire code. Adoption of a fire code requires the approval of the qualified electors of the Fire District in accordance with Arizona statutes. The District must keep three (3) copies of the code, including amendments and revisions, on file for public inspection.

2. Amendments or Revisions. Amendments or revisions to the code may be adopted after a hearing. The proposed revisions and/or amendments shall be posted in three (3) public places and published in a newspaper of general circulation in the District thirty (30) days prior to a public hearing to adopt the amendments and/or revisions.

3. Fire Protection Standards. The Board must assist the State Fire Marshal in the enforcement of fire protection standards within the Fire District.

ARTICLE XI

Local Pension Board

1. Participation in the Public Safety Personnel Retirement System (PSPRS) and Pension Fund. The Board shall have the authority to direct the District to participate in and conform to the statutes, rules and regulations for the PSPRS. Nothing in this Article shall be construed in a manner contrary to PSPRS statutes, rules or regulations.

2. Local Pension Board Members. The Board, at its regular meeting to be held each December, shall confirm the Clerk of the Board as the Chairperson of the Local Pension Board. Other appointments to the Local Pension Board shall conform to PSPRS requirements

3. Vacancies on the Local Pension Board. If a vacancy occurs for a Local Pension Board Member who is appointed by the District, the District shall appoint, within sixty (60) days of the date of the vacancy, a person to fill the unexpired term of the trustee who created the vacancy. The person so appointed shall meet the qualifications required of the trustee when he was appointed who created the vacancy.

ARTICLE XII

Construction

1. Construction of By-Laws. These By-Laws shall at all times be construed in a manner consistent with Arizona law and any applicable statutes, regulation, ordinances or standards.

ARTICLE XIII

Amendment

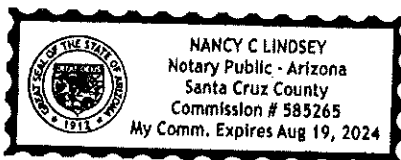
1. Amendment of By-Laws. These By-Laws may be amended at a duly notice meeting. Adopted by the Fire District Board on March 30, 2022.

IN WITNESS WHEREOF, the Clerk of the Fire District Board has hereunto set his or her hand this 27th day of April, 2022.

Michael M Connelly
Clerk

STATE OF ARIZONA)
) ss
COUNTY OF SANTA CRUZ)

This instrument was acknowledged before me this 27th day of April, 2022 by Michael Connelly, Clerk of the Fire District Board.



Nancy C Lindsey
Notary Public

BY-LAWS

OF

TUBAC FIRE DISTRICT

Adopted by the

Board of the Tubac Fire District

Amendment Date: March 30, 2022

ARTICLE I

General

1. Purpose. These By-Laws set forth the general rules and guidelines of conduct for the Tubac Fire District Board (the "Board"). It is the policy of the Fire Board to conduct its business as monthly public meetings. No member of the Board has the authority to act on behalf of the Board or the District unless specifically authorized by a majority vote of the Board.
2. Conflict with Applicable Law. In the event of any conflict in the laws governing the conduct of the Tubac Fire District (the "Fire District"), then such conflict shall be resolved by applying the regulating authority in the following order of priority: (a.) Constitution of the State of Arizona; (b.) Arizona Revised Statutes Annotated; c.) the By-Laws for the Fire District; and (d.) the Standing Rules of the Board.
3. Reference to Applicable Law. Any reference made in these By-Laws to controlling or applicable law, rules or regulations shall include all pertinent amendments thereto.
4. Definitions. The following definitions shall apply to these By-Laws:
 - A. "Board" shall mean the governing body of the Tubac Fire District.
 - B. "District" shall refer to the Tubac Fire District.
 - C. "Standing Rule" shall mean the rules and regulations adopted and modified, from time to time, by the Board from time to time as they are needed in the form of resolutions establishing guidelines for a Fire District meeting which have been adopted by a majority vote of the Board with or without previous notice.

ARTICLE II

The Board

1. Members. There shall be five members of the Board.
2. Qualifications. A member of the Board must be a resident of the Fire District at the time of his or her election, and must remain so during his or her incumbency.
3. Election. Members of the Board 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 years. Elected Board members shall be installed at the first meeting following his or her election. Appointed members shall take office following administration of the oath of office. Each Board member is required to take the oath of office prior to being installed as a Board member. Re-elected and re-appointed Board members shall take an oath of office prior to commencement of each term.

5. Duties and Responsibilities. The Board is vested with the authority for managing the affairs of the District pursuant to the laws of the State of Arizona as may be applicable to governing the management of fire districts and best practices to achieve the best interests of the District.

A. Unless otherwise set forth by statute, the Board shall act through a majority of a quorum by action taken at a properly noticed public meeting.

B. The Board shall be responsible for adopting the District's budget and setting the District's policies in furtherance of the District's public safety mission.

C. 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 policies and the Board shall provide the Fire Chief with the resources necessary or reasonably required to do so.

D. The Board shall schedule and conduct a review of the Fire Chief's performance annually. The review shall take into account all factors that are included in the Fire Chief's Employment Agreement, the Fire Chief's Job Description, and previous Board Directives. Documentation shall comprise those forms and formats currently in use by the Tubac Fire District and provided to the Chief in advance. The Board shall conduct the Fire Chief's performance review in executive session in accordance with the relevant open meeting law statutes unless the Fire Chief requests it be conducted in open meeting. The Board shall approve the documented review in open meeting. Within one week, the Board Chairperson shall meet with the Chief in private to go over the evaluation, note the Chief's comments, obtain signature, and provide a copy. The foregoing process is to be completed annually no later than 65 days prior to the month noted in the expiration of the Chief's contract.

6. Role of Individual Board Members: Board members individually have not authority to act on behalf of the District and the individual Board members have no more power or authority than any other resident of the District. Board members shall use their best efforts to be sure they make decisions based on the best information available and shall use their best efforts to be sure each of the Board members has the same information available upon which decisions in the best interest of the District are made.

7. Financial Oversight: Each Board member shall be responsible for the following:

A. to make a monthly review of:

i. the District's reconciled balance sheet accounts; and,

ii. the District's financial reports, the updated cash flow projections report and all month-end fund statements and reports of the preceding month to include those reports provided by the county treasurer and each of the financial institutions in which the district maintains an account; and,

B. in the event any financial report or cash flow projection report would indicate that the District is likely to violate section 48-805.02, subsection D, paragraph 1, as may be amended from time to time, or that would indicate an adverse impact on the ongoing operations or liquidity of the District, a Board member shall report the information to the Board and the

Board chairman shall report the information, in writing and delivered by certified mail, to the county treasurer and the county board of supervisors within ten days after the discovery.

8. Disclosure: Within a reasonable time following election or appointment, each Board member shall disclose any conflicts of interest or potential conflicts of interest that each Board member has or may have regarding the District. The Board shall update its Disclosures each December.

9. Compensation. The Board shall serve without compensation and will only be reimbursed for any actual and reasonable expenses incurred on behalf of the Fire District as determined by the Fire Board.

10. Vacancies. In the event that there is a vacancy in the Board caused by the death, resignation, or any other reason, of a Board member, then this vacancy may be filled by an individual selected by a majority of the remaining Board members. An individual selected by the Board shall serve until the expiration of the term of the Board member whose position he or she replaced.

ARTICLE III

Officers

1. Officers. The Board shall be administered by a Chairperson, Treasurer 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.

4. Term. All officers shall serve for a term of one 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 appropriate procedure and that order and decorum are observed at the meetings.

6. The Clerk. The Clerk must have available at every meeting of the District the Minutes of the previous meeting and all other Minutes that have not been approved and the By-Laws of the District. The Clerk is the official custodian of all the records of the District. The Clerk must insure that all committees have such documents as they require for the performance of their duties. The Clerk, in the event of the Chairperson's absence or inability to act, shall have all the authority of the Chairperson.

7. The Treasurer. The Treasurer shall be familiar with the annual budget and have a copy available at each regular Board Meeting.

8. Removal of Officers. An officer may be removed in the following manner: At least two (2) members must propose the removal of any one office, this may be done by one member making a motion to remove an officer and another member seconding the motion. In order for an officer to be successfully removed from office, at least three members of the Board must vote for such removal.

9. Death or Resignation of Officers. An officer may resign at any time by giving the Board written notice of his or her resignation. Resignations are effective upon delivery to the Board and do not require acceptance by the Board. Upon the death of an officer, the office shall be deemed to be vacant as of the date of death.

10. Vacancies. In the event that an office of the Fire District 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 he or she replaced.

ARTICLE IV

Board Committees

1. Formation. A committee may be formed by the Board in the following ways.

A. Any member of the Board present at a meeting may propose the establishment of a committee. A motion to establish a committee must be approved by a majority vote of the Board. A committee may be appointed for one of the following purposes or any other purpose deemed reasonable by the Board:

1. To consider and report suitable action on a resolution or other matter referred to;
2. To consider a subject and recommend a resolution covering the action it recommends the District take;
3. To investigate a certain issue and report facts with its opinions thereon;
4. To execute an order of the District; or
5. To represent and act for the District in a certain matter.

B. The Board may direct the Fire Chief to form a committee to study any issue and report to the Board. Any such committee may be formed and shall conduct its business under the direction of the Fire Chief or his designee. Committees formed by the Fire Chief at the direction of the Board must comply with the Open Meeting Laws.

2. Term. The committee may serve for a reasonable term, as designated by the Board, and, should the committee fail to make its recommendations or file its report within the designated term, then the Board may extend such term or discharge the committee, as it sees fit.

3. Membership Qualifications. Any individual residing within or without 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 Chair. In the event that nomination is made from the Board, then the member may only qualify if he or she receives a majority vote of those Board members present at the meeting. No more than two (2) members of the Board may be appointed as committee members.

4. Authority of the Committee. A committee is authorized to perform only such acts as are within the reasonable scope of the object of the committee. Expenses incurred by the committee must receive prior approval of the Board and must be reasonable in scope.

5. Open Meeting Law: All committees formed by the Board are required to comply with the 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 report or recommendations of the committee are rejected, and the committee is requested by the Board to review the report or recommendations and make modifications, (b.) The committee is informed in writing by the Chairperson of the Board that it is the decision of the Board to discharge the committee prior to the making of the report, or c.) The committee is a standing committee.

8. Structure. The Chairperson of the Board will appoint a Chairperson of the committee. The Chairperson, or the Chairperson's designee, is the member who reports to the District. The committee may also select a secretary.

ARTICLE V

Meetings

1. Notice. Notice must be given by (a) posting a notice of the meeting in the place or places designated by the District in statements filed pursuant to A.R.S. § 38-431.02 with the Arizona Secretary of State and the Clerk of the Santa Cruz County Board of Supervisors, and (b) giving such additional public notice as the Board determines to be reasonable and practical. The notice shall include an agenda of the matters to be discussed or decided at the meetings.

2. Quorum. Three members of the Board shall constitute a quorum. Board members must be present in person or in the manner authorized in Section 12 below of this Article V during the meeting. Should the Board membership 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.

3. Agenda.

A. The agenda must be available at least twenty-four (24) hours in advance of the meeting, unless (a) an actual emergency exists, or (b) a meeting has been recessed and resumed as provided in Section 8 of this Article V. Except for an emergency situation, only matter listed on the agenda and other matters related thereto may be discussed, considered or decided at the meeting.

B. Any board member, the Fire Chief, or the Fire District's attorney may submit an item to be included on the agenda of the next scheduled meeting provided that items are submitted at least three business days in advance to permit proper notice. All submissions must be in writing and include the following information:

- 1.) The name of the person submitting the item;
- 2.) The specific wording of the item to be placed on the agenda;
- 3.) Background information regarding the agenda item; and
- 4.) Any proposed motion or other action.

4. Regular Meetings. The regular meeting of the Fire District is to be held on the last Wednesday of each month.

5. Special Meetings.

A. The Chairperson may call a special meeting at any time, by giving the notice required by the law and providing an agenda for the special meeting, as required by Arizona law.

B. At the written request of two 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 law. In the event the Chairperson fails to call a Special Meeting, at the written request of two Board Members, the Clerk shall call a Special Meeting.

6. Ratification of a Prior Act, the notice requirement for ratification of a prior act taken in violation of Arizona law is seventy-two (72) hours. Ratification must take place within thirty (30) days after the discovery of the violation or after such discovery should have been made by the exercise of reasonable diligence.

7. Emergency Meetings. In the case of an actual emergency, less than 24 hours' notice of a meeting may be given and the notice that is actually given shall be appropriate to the circumstances generating the emergency; however, there are three (3) requirements which must be met which are as follows:

A. An announcement must be made at the meeting of the reasons necessitating the emergency meeting;

B. A statement must be made in the minutes of the meeting setting forth the reasons for the emergency meeting; and

C. 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 under paragraph 3.

8. Meeting Recessed. Less than twenty-four (24) hours' notice may be given when a properly noticed meeting is recessed to a later date. Prior to the recessing, 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. This notice must also comply with the agenda requirements respecting matters to be addressed when resumed.

9. Order of Business. The order of business at any public meeting is as follows; however, the order of business may be changed by the Chairperson:

A. Call to order and Pledge.

B. Roll call and a determination that a quorum exists.

C. Consent agenda.

D. The review of the Minutes of the previous meeting and their approval, modifications or amendment.

E. Correspondence.

F. A call to the public for comments about the Fire District (subject to any time limitation).

G. Reports of any committee.

H. Reports from the Fire Chief and from persons advising the Fire District on current events impacting the District, financial reports, and related matters.

I. Unfinished business.

J. New business.

K. Announcements.

L. Adjournment.

10. Minutes. The written Minutes record any and all official acts of the District taken by the Board. If any conflict exists between the Minutes and any other record of a meeting of the District, then the Minutes as approved by the Board shall prevail.

11. The Approval, Ratification and Amendments to the Minutes. The Minutes of a meeting of the District 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 of a previous meeting, those Minutes shall be signed by the Clerk. After the Minutes have been approved, amended or modified at the next regular meeting, subsequent amendments or modifications may only be made in accordance with the following requirements:

A. An amendment or modification of a grammatical, typographical, or other non-substantive error in the Minutes may be proposed at any time; and

B. A substantive amendment or modification to the Minutes may be proposed, discussed and adopted only at a regularly scheduled public meeting. A substantive amendment or modification to the Minutes may only be voted if a majority of the Board members who originally approved the Minutes are present and can vote on the subsequent amendment or modification as Board members.

12. 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 both the Chairperson and Clerk, the Treasurer will preside. 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 a roll call count is requested by any Board member, then the Chairperson shall require a roll call vote.

B. The public shall have access to all meetings, except for Executive Sessions.

C. The Board may arrange for a participation by telephone or video conference for a Board member otherwise unable to attend. In the event that a telephone or video conference is made available, then the following procedure must be followed: (a) the notice or the agenda should state that one or more members of the board will participate by such method; (b) facilities must be set up in order to permit to observe telephone or video communications; c.) there should be a clear identification of all members participating by such method; and (d) the Minutes of the meeting should identify members participating by telephonic or video communications and should describe the procedures followed.

ARTICLE VI

Executive Sessions

1. Requirements. Upon a public majority vote of sufficient members to constitute a quorum, an executive session may be held only for the purposes specified by Arizona law.

2. Procedures. 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.

3. Notice. If an executive session is to be held, notice shall be given to the members of the Board and to the general public stating the specific provision of law authorizing the executive session.

4. 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.

5. 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 sessions.

6. Limitations. The Board may not take an informal vote or preliminary voter or a final vote in Executive Session. All action must be taken at a public meeting pursuant to a properly noticed agenda item with sufficient information provided to apprise the public of the subject matter of the action being taken.

ARTICLE VII

Maintenance of Records

1. The Responsibility of the Clerk. 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. Minutes must be taken of all public meetings and executive sessions. Either written minutes in draft form or a recording of public meetings must be available for public inspection within three (3) working days after a meeting. No recording shall be made of any executive session and access to executive session minutes is restricted pursuant to Arizona law. 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.

D. 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 including the numerical breakdown of the vote and how each Board member voted.

E. The name of each member of the public making a statement or presenting material to the Board and a specific reference to the action to which the statement or presentation relates.

F. A full description of the nature of any emergency matter, specifically including, but not limited to, the circumstances necessitating the emergency.

G. In the event that a prior act in violation of the Open Meeting laws of the State of Arizona 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 the date, time and place of posting, must be kept in accordance with the District's record retention policy.
4. Executive Sessions. The Minutes of an executive Session must be maintained as confidential documents subject to Arizona law.
5. Committees. 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.
6. Resolutions. All resolutions shall be set forth clearly in the Minutes and shall also be recorded separately from the Minutes in a book containing all current policies of the District.
7. Agendas. The agendas for all meetings shall be preserved with the written Minutes for each meeting and must be maintained indefinitely.

ARTICLE VIII

Finances

1. Annual Report to Santa Cruz County. The Board shall submit an annual report to Santa Cruz County pursuant to the requirements of the law of Arizona, as amended from time to time.
2. Annual Budget. The Board shall adopt 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 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.
3. Annual estimate. No later than August 1st of each year, the Chairperson must submit to the Board of Supervisors of Santa Cruz County an estimated, 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. The annual estimate must in all other ways comply with the requirements of the laws of the State of Arizona.
4. Authorized Expenditures. The Board is authorized to make expenditures as is permitted by the Arizona laws, as amended from time to time. 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.

ARTICLE IX

Execution of Documents

1. General. All documents, instruments or any written material whatsoever binding upon the District shall be **approved by the Board and** executed by the Chairperson of the Board for the District or in Chairperson's absence, by the Clerk, provided, however, that the Board may, by resolution **or motion**, authorize officers, employees, or appointees of the District to execute documents, instruments, or other written material binding on the District **including authorization to the Fire Chief to execute documents impacting District operations that do not require payment by or to the District.**

2. Finance Documents. All documents, instruments and any written material whatsoever which evidence money owed by, or money to, the District should be executed by a minimum of two (2) Board members. Notwithstanding the foregoing, the Board may authorize officers, appointees, or employees to sign checks pursuant to a purchasing policy adopted under Article VIII, Section 4.

ARTICLE X

Fire Code and Standards

1. Adoption. The Board may adopt, amend or revise a nationally recognized fire code. Adoption of a fire code requires the approval of the qualified electors of the Fire District in accordance with Arizona statutes. The District must keep three (3) copies of the code, including amendments and revisions, on file for public inspection.

2. Amendments or Revisions. Amendments or revisions to the code may be adopted after a hearing. The proposed revisions and/or amendments shall be posted in three (3) public places and published in a newspaper of general circulation in the District thirty (30) days prior to a public hearing to adopt the amendments and/or revisions.

3. Fire Protection Standards. The Board must assist the State Fire Marshal in the enforcement of fire protection standards within the Fire District.

ARTICLE XI

Local Pension Board

1. Participation in the Public Safety Personnel Retirement System (PSPRS) and Pension Fund. The Board shall have the authority to direct the District to participate in and conform to the statutes, rules and regulations for the PSPRS. Nothing in this Article shall be construed in a manner contrary to PSPRS statutes, rules or regulations.

2. Local Pension Board Members. The Board, at its regular meeting to be held each December, shall confirm the Clerk of the Board as the Chairperson of the Local Pension Board. Other appointments to the Local Pension Board shall conform to PSPRS requirements

3. Vacancies on the Local Pension Board. If a vacancy occurs for a Local Pension Board Member who is appointed by the District, the District shall appoint, within sixty (60) days of the date of the vacancy, a person to fill the unexpired term of the trustee who created the vacancy. The person so appointed shall meet the qualifications required of the trustee when he was appointed who created the vacancy.

ARTICLE XII

Construction

1. Construction of By-Laws. These By-Laws shall at all times be construed in a manner consistent with Arizona law and any applicable statutes, regulation, ordinances or standards.

ARTICLE XIII

Amendment

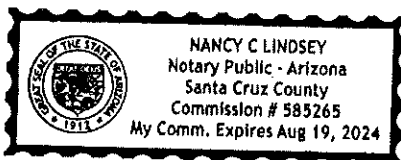
1. Amendment of By-Laws. These By-Laws may be amended at a duly notice meeting. Adopted by the Fire District Board on March 30, 2022.

IN WITNESS WHEREOF, the Clerk of the Fire District Board has hereunto set his or her hand this 27th day of April, 2022.

Michael M Connelly
Clerk

STATE OF ARIZONA)
) ss
COUNTY OF SANTA CRUZ)

This instrument was acknowledged before me this 27th day of April, 2022 by Michael Connelly, Clerk of the Fire District Board.



Nancy C Lindsey
Notary Public