

# **Mayer Fire District**



## **Fire Board**

# **Policy & Procedures**

**April 2007**

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**MISSION STATEMENT**  
*“Our family helping your family”*

***The Mayer Fire family is dedicated to helping the families that live, work and pass through our area in any way we possibly can.***

**VALUES**

**“We value a creative and proactive work place”**

- \* **We** view the people of our community and our visitors as customers who deserve our concern, care and attention.
- \* **We** recognize our employees are our most valuable resource and we are committed to them and their safety.
- \* **We** recognize that our personal conduct is inseparable from the professional reputation of the Fire Department.
- \* **We** support an organizational climate of mutual trust and respect.
- \* **We** believe in a team oriented, positive, and honest environment for all employees.
- \* **We** strive for excellence through teamwork, unity, leadership, personal and professional development, personal health and fitness, training and preparedness.
- \* **We** believe in open communication and mutually beneficial partnerships with neighboring fire agencies and communities.
- \* **We** recognize the importance of cost effective resource management.
- \* **We** encourage innovation and ownership within the Fire Department.

## 200

## MAYER FIRE DISTRICT CREED

We extend to you the superior reputation of the Mayer Fire Department. It is on loan to us. We are its caretakers. It was built through the courage, compassion, and commitment of those who came before us. It is ours to enjoy and our responsibility to maintain. We extend it to you, charging you with the responsibility to preserve and enhance that reputation, returning it intact to those who follow us. To that end, each of us is accountable.

## 300

## DEPARTMENT PATCH

The logo of the Mayer Fire Department was created through a collaborative effort of all of our members. The concept was to pay tribute to our heritage and at the same time to provide a vision for our organization. The town of Mayer was established in 1884 as a stagecoach stop between Prescott and Phoenix. The building in the logo is a rendering of that actual first stagecoach stop as researched at the Mayer library. The vision comes from the following four words and their definitions;

**Loyalty** - The state of being loyal; faithfulness to commitments or obligations

**Courage** - The quality of mind or spirit that enables a person to face difficulty, danger, pain, etc. without fear; bravery.

**Dedication** - The state of being dedicated: to commit (oneself) to a particular course of thought or action.

**Family** - A group of people who are generally not blood relations but who share common attitudes, interests, or goals.

## **400 HISTORY AND GENERAL INFORMATION**

The Mayer Fire District was authorized December 15, 1970 by the Yavapai County Board of Supervisors to form the Mayer Fire Protection Tax District. These Board By-Laws are created to provide guidance to Board members, consistency in procedures and reference to certain applicable provisions of law, for ease of reference. These Board By-Laws, Policy and Procedures may be amended from time to time.

## **500 ELECTED OFFICIALS RESPONSIBILITIES**

### **501 Read and Comply**

With the Arizona Revised Statutes for the good of your District and Yourself, the life of a public official is not an easy one. The multitude of State Laws substantially affect the manner in which a Fire District must conduct its business. Good intentions help, but they are not enough. Public officials must be familiar with the laws governing their conduct and operations. The Mayer Fire District is managed by a five member elected Fire Board and an appointed Fire Chief.

### **502 The Fire District Shall (ARS 48-803, 48-804, and 48-805)**

1. Hold Public meetings at least once each calendar month.
2. Prepare an annual budget containing detailed estimated expenditures for each fiscal year.
3. Determine the rate of pay for all employees of the Fire District.
4. Appoint or hire a Fire Chief.
5. Elect from its elected Board Members, a Chairperson and Clerk.
6. Publish a financial report (ARS 48-251)
7. The Chairperson and Clerk of the District Board or their respective designees as applicable, shall draw warrants on the County Treasurer for money required to operate the District in accordance with the budget, as so drawn, the warrants shall be sufficient to authorize the County Treasurer to pay from the Fire District fund.

### **503 The Fire District May (ARS 48-805)**

1. Employ any personnel deemed necessary for fire protection and preservation of life.
2. Conduct, purchase, lease, lease-purchase, or otherwise acquire the following or any interest therein; and in connection with such construction or any acquisition, purchase, lease, lease-purchase or grant a lien or any or

all of its present or future property including:

- A. Apparatus, water and rescue equipment including, ambulances and equipment related to any of the foregoing.
  - B. Land and buildings with equipment and furnishings to house equipment and/or personnel necessary for fire protection and preservation of life.
3. Issue bonds to finance the acquisition of property as provided in ARS 48-805. Bonds may not be issued without consent of the voters at an election held for that purpose.
  4. Assist the State Fire Marshal in enforcement of State Fire Protection Standards.
  5. Adopt, with the approval of voters, its own fire code, and thereafter amend the same.
  6. Enter into an agreement procuring the services to assist the Mayer Fire Department in accomplishing its primary goal of the protection of life and property.
  7. Enter into inter-governmental agreements with other Fire Districts / Fire Departments to assist in providing services the citizens of the Mayer Fire District.
  8. Retain a certified public accountant to perform annual audit of District books.
  9. Retain private legal council.
  10. Accept gifts, contributions, bequests, and grants and comply with any special requests attached to such. These funds will become a part of the Mayer Fire Department operating budget.
  11. Enter into contracts and execute any agreements or instruments and do any other act necessary or appropriate to carry out its purpose.
  12. Pay membership dues to the Arizona Fire District Association or any other professional related organization.

## **600   MAYER FIRE DISTRICT MANAGEMENT PHILOSOPHY**

The success of any Fire District is the result of the combined efforts of each individual on the organizational team working toward common objectives. These objectives must be clearly known and fully understood by everyone in our organization, and should reflect this Fire District's basic character, values and personality.

If the Mayer Fire District is to fulfill its obligations and meet its objectives, certain fundamental requirements must be met.

We must have highly capable, creative and innovative people at all levels of our organization. These people should have the opportunity, through continuing programs of training and education, to upgrade their skills and capabilities. This is especially important in the technical areas where the rate of change is rapid. Techniques that are good today will be outdated in the future, and people should always be looking for new and better ways to perform their job.

Our organization must have objectives and leadership which generate enthusiasm and, in turn, high morale at all levels. People in management and supervisory positions should not only be enthusiastic themselves, they should be selected for their ability to inspire enthusiasm among their associates. There can be no place, especially among people charged with management responsibility, for half-hearted interest, or half-hearted effort.

The Mayer Fire District must conduct its affairs with uncompromising honesty and integrity. People at every level should be expected to adhere to the highest standards of business ethics, and to understand that anything less is unacceptable. As a practical matter, ethical conduct cannot be assured by statutes, written policies, or rules and regulations; it must be an integral part of the organization, a deeply ingrained tradition that is passed from one generation of elected official, or employee to another.

Lastly, even though the Mayer Fire District is made up of people fully meeting the above expectations, all levels must work towards common goals and objectives, recognizing that it is only through effective, cooperative effort that the ultimate productivity and achievement can be obtained.

## **700 STRATEGIC GOALS**

### **701 Service Goal**

To provide services of the greatest possible value for the citizens of the Mayer Fire District, and to gain and hold their respect and loyalty.

The success and prosperity of the Mayer Fire District will be assured only if we offer our citizens superior services that fill real needs and provide lasting value. Our responsibility to the citizen begins with program development. Programs must be designed to be delivered at a reasonable cost and with superior workmanship. A prime objective of our supervisory staff is to see that services are performed promptly and efficiently. Moreover, good communications should be maintained between the citizen and the District organization. Our citizens must feel that we are genuinely interested in arriving at proper and responsive solutions to their problems.

### **702 Financial Goal**

To achieve a favorable balance of funds to finance our district's growth and to provide the resources needed to achieve our objectives.

In our economic system, the funds which our organization needs to survive and grow ultimately derive from the tax burden imposed upon our citizens. Maintaining the balance of this burden, insuring its reasonableness, its competitiveness and its adequacy is an essential measure of our performance over the long term. Revenues and expenditures vary from year to year, reflecting changing economic conditions and demands. Meeting our financial objective requires that we design and develop each program so that it is considered a good value by our citizens, yet is priced fairly. Maintaining this competitiveness in the market place also requires that we perform our program delivery and administrative functions as economically as possible. The day to day performance of each individual adds to, or subtracts from, our financial stability. To insure the cost effectiveness of programs, innovation and analysis are called for. Measuring devices and performance indices are critical and must be employed throughout our organization.

### **703 Program Diversification Goal**

To enter new fields only when it has been clearly established that the ideas, which we have, are linked together with our technical capabilities and program resources to assure that we can make a needed and desired contribution to our citizens.

The key to our prospective involvement in new fields is contribution. This means providing citizens with something new and needed, not just “another brand of something they can already buy”. To meet this objective, we must limit new ideas for different kinds of services. It is essential that before a final decision is made to enter a new field, full consideration be given to the associated problems of producing and delivering these services.

### **704 Growth Goal**

To balance organizational growth with our revenue capabilities and our capacity to develop and deliver services that satisfy real citizen needs.

Some people feel that when an organization has reached a certain size there is no point in letting it grow further. Others feel that bigness is an objective in itself. We do not believe that a large organization is important for the sake of being large, however, for at least two basic reasons, continuous growth is essential for us to achieve our other objectives. We serve a rapidly growing and expanding segment of our society. To remain static would be to lose ground and irresponsible. We can not maintain a position of strength and leadership without growth. Secondly, growth is important to attract and hold high caliber people. These individuals will align their future only with an organization that offers them considerable opportunity for personal progress. Opportunities are greater and more challenging in a growing organization. This goal, although entitled “growth”, specifically addresses the question of internal expansion within our organization, solely in terms of personnel, stations, and apparatus.

### **705 Personnel Goal**

To help our employees share in the organization’s success, which they make possible; to provide job security based on their performance; to recognize their individual achievements; and to help them gain a sense of satisfaction and accomplishment from their work.

We are proud of the employees within our organization, their performance, and their attitude toward their jobs, the community and citizens they serve. Our Fire District is built around the individual, the personal dignity of each, and the recognition of personal achievements. Relationships within our organization depend upon communicating and showing a spirit of cooperation among individuals and groups, and an attitude of trust and understanding on the part of supervisors toward their people. These relationships will be good only if employees have faith in the motives and integrity of their peers, supervisors and the District itself. On occasion, situations will arise where people have personal problems which temporarily affect their performance, or attitude, and it is important that people in such circumstances be treated with empathy and understanding while the problems are being resolved. The District wants employees to have stable, long-term careers, dependant, or course, upon satisfactory job performance. Managers at all levels, within our organization, should be concerned with proper development of their employees and be committed to providing advancement opportunities to everyone regardless of race, color, creed, sex, age, national origin or sexual orientation. Since we try to promote from within whenever possible, our employees should be given the opportunity, through continuing programs of training and education, to broaden their capabilities and prepare themselves for more responsible jobs. It is important for everyone to realize there are some policies which must be established and strictly maintained on a District wide basis. We welcome recommendations on these policies from all levels, but we expect adherence to them at all times. We want our employees to enjoy their work and to be proud of their accomplishments. This means we must make sure that each employee receives the recognition they need and deserve. In the final analysis, people at all levels determine the character and strength of our Fire District.

### **706 Citizenship Goal**

To honor our obligations to society by being an economic, intellectual and social asset to the communities which we serve.

All of us should strive to improve the environment in which we live. This means identifying our interests with those of the community; it means applying the highest standards of honesty and integrity to all our relationships with individuals and groups; it means enhancing and protecting the physical environment;

it means building attractive facilities of which the community can be proud; it means contributing talent, time and financial support to worthwhile community projects. Each Fire District in the State of Arizona has its particular set of social problems. We must help in the solving of these problems as they relate to the Mayer Fire District. As a major step in the direction, we must strive to provide worthwhile employment opportunities for people of widely different backgrounds. Among other things, this requires positive action to seek out and employ members of disadvantaged groups, and to encourage and guide their progress toward full participation at all position levels within our organization. As citizens of our community, there is much that our employees can and should do to improve it, either working as individuals, or through such groups as churches, schools, civic or charitable organizations. In the broader sense, our community also includes a number of technical and professional organizations whose interests are closely identified with those of the District and its individual employees. These, too, are deserving of our support and participation. In all cases, supervisors should encourage our employees to fulfill their personal goals and aspiration in the local community as well as attain their individual objectives. The betterment of our society is not a job to be left to a few; it is a responsibility to be shared by all.

## **800 MAYER FIRE DISTRICT POLICY STATEMENT**

### **801 Forward**

The information contained in this document is an attempt to define some of the duties, responsibilities and authority of the members of the Fire Board and the Chief of the Fire District.

### **802 General**

The Mayer Fire District is a political subdivision of the State of Arizona subject to the Arizona Revised Statutes.

The Fire Board of the Mayer Fire District has the ultimate responsibility for the protection of life and property within the district boundaries, the ambulance CON boundaries, and that of its contracts for fire protection.

Arizona Revised Statute 48-805 defines the powers and duties of the elected Board as pertains to the creation and operation of a fire district.

There are numerous other A.R.S. that pertain to Fire Districts, and all Board members should be familiar with these laws and with the constant changes introduced in the legislature. This can best be done through membership in the Arizona Fire District Association.

The Mayer Fire District through its Officers, Board Members, Committees, Bylaws and a Policy Statement shall oversee the organization of the fire district and its operations to assure compliance with the A.R.S. and make such recommendations as are necessary for the efficient operation of the fire district.

The Mayer Fire Board shall establish rules for conducting its meetings, Where not addressed, Robert's Rules of Order shall be used for guidance.

It is understood that not every situation or action can be covered completely, but certain elements of both the Board and Fire District Operations can be defined and authority delegated to the Fire Chief to handle specific matters.

There shall be at least one training session on Board procedure and responsibilities.

Written Rules and Procedure: The rules of procedure of the Board shall be in writing and shall be available to all interested citizens, and may be amended from time to time.

Rules of Parliamentary Practice: The rules of parliamentary practice, as determined by the Chairman, shall govern the Board, provided they are not in conflict with these rules, the Bylaws of the District or with the State of Arizona laws governing Fire Districts.

### **803 Board Code of Ethics**

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

In addition to matters of pecuniary interest, Board Members shall refrain from making use of special knowledge or information before it is made available to the general public; shall refrain from violation of Board rules; and shall refrain from using their influence as Members of the governing

Members of the body in attempts to secure contracts, or favorable action for friends, immediate family or business associates.

#### **804 Budget and Finance Committee**

The Budget and Finance Committee shall consist of two Fire Board members, two Department members, and the Fire Chief. It shall, not later than May 1<sup>st</sup> of each year, consolidate all budget requests from itself and all other standing committees, department members, and the Fire Chief, and present an Annual Budget for the following fiscal year to the entire Fire Board covering all operations of the District. When, after public hearings, the budget is adopted by the Board, it shall be final and shall serve as a guide to the districts financial activities and to limit the districts expenditures. The District shall not operate at a deficit or incur indebtedness (A.R.S. 48-817) unless the voters approve the issuance and sale of bonds by the County (A.R.S. 48-806) or unless there is insufficient cash in the County fund to operate the district, and the Chairperson authorizes, on or after July 10, the borrowing of funds against the districts receipt of taxes in accordance with the procedure set forth in A.R.S. 48-807.

The committee shall, through conventionally recognized accounting and control procedures, provide for the approval and payment of all district capital and operating expenses by issuing warrants on the County Treasurer signed by two members of the Board. It shall recommend to the Board a certified public accountant to perform an annual financial statement, and an audit of the districts books.

All capital purchases or capital improvements in an amount of more than \$1000 shall be subject to review and approval by the Board before a commitment is made.

The Board Clerk should screen warrants and attach a suitable authorization sheet to said warrants. This sheet requires two signatures prior to payment.

The Districts CPA is responsible for preparation of our Annual financial Report and audit (A.R.S. 48-251 & A.R.S. 48-253).

The Fire Board Chairperson, Clerk, or designee, shall assure that all required reports are submitted on time and to the proper agencies.

The following are the deadlines for submission of mandatory reports;

**Budget-** not later than August 1st to the County Treasurer

**Annual Financial Report-** not later than 180 days after the close of the fiscal year to the State Treasurer and the Yavapai County Supervisor

**Audit-** not later than 180 days after the close of the fiscal year to the State Treasurer and the Yavapai County Supervisor

Members of the Budget and Finance Committee are to be selected and approved every year.

## **900 BY-LAWS**

As amended: The Board of the Mayer Fire District, considering the provision of Title 48, Chapter 5 of the Arizona Revised Statutes, hereby adopts the following Bylaws for the regulation and governing of the Fire District. These Bylaws shall not supersede the Arizona Revised Statutes governing Fire Districts.

### **901 Article I – Name**

The name of the District shall be “Mayer Fire District” which shall be in and adjacent to the community of Mayer, Arizona.

### **902 Article II – Purpose**

The purpose of the Mayer Fire District shall be to provide fire protection, rescue, medical services, medical transportation, emergency management and other needed services required for the protection of persons and property within the defined boundaries of the Fire District and the Ambulance Certificate of Need (CON) as approved by the Board of Supervisors of Yavapai County and the Arizona Department of Health Services.

### **903 Article III – Board of the District**

#### **903.1 Members**

Members of the Fire District Board shall be those individuals elected or appointed pursuant to A.R.S. 48-802, 48-803, and 48-805. The number of such members shall be five, who shall serve terms as designated in A.R.S. 48-803. If a vacancy occurs on the Board, other than from the expiration of a term, the members of the board remaining shall fill the vacancy by the appointment of a qualified citizen (A.R.S. 48-803B).

Pursuant to Arizona State Statutes a vacancy may occur and a Board Members position may be considered vacated if any member ceases to discharge the duty of his/her office for any of the following reasons listed below, and the Fire Board votes in favor of removing the member, however, any action taken must be in compliance with Arizona State Statutes governing Fire District Boards.

The death of the incumbent

Insanity of the incumbent when judicially determined.

Resignation and the lawful acceptance of the resignation of the incumbent.

Removal from office of the incumbent.

If the office is elective and the incumbent ceases to be a resident of the District.

Absence for the state by the incumbent without permission of the legislature beyond the period of three (3) consecutive months.

The incumbent ceasing to discharge the duties of office for the period of three (3) consecutive months.

A conviction of the incumbent of a felony or an offense involving a violation of his/her official duties.

Failure of the person elected to file his/her required oath within the time prescribed by law.

The decision of a competent tribunal declaring void the election or appointment of the person elected or appointed to the office.

Failure of a person to be elected or re-elected to the office.

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

### **903.2 Meetings**

Regular public meetings shall be held monthly on such day and time as the Board may from time to time determine. Special meetings, executive sessions, and workshop meetings, may be held at the call of the Chairperson or upon the request of two members of the Board. When practical, the Clerk, or the Chairpersons designee, shall give at least two days notice of all meetings to all Members of the Board.

Board members are required to attend all regular and special meetings of the Board unless there is prior notification or good cause for absence except as noted by the Arizona Revised Statutes.

Should the Chairperson not be available for any meeting of the Board, the Board Clerk shall act as Chairperson. Should both the Chairperson and Board Clerk not be available for any meeting, a quorum of the Board shall appoint by majority vote, a temporary chairperson. Action by the Board shall be by majority vote of those members present. For this purpose, the Chairperson shall be a voting member of the Board.

Notices of all meetings, listing agenda items, shall be posted in three public places at least 24 hours in advance of the time scheduled for said meeting.

### **903.3 Quorum**

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

### **903.4 Powers**

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

The Fire Board is the unit of authority within the Fire District. Apart from his/her normal function as a part of this unit, Board Members have no individual authority. As individuals, Board Members may not commit the District and/or its members to any policy, act or expenditure.

### **903.5 Remuneration**

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

### **903.6 Board not bound by Department Policy and Procedures**

The individual governing board members of the Mayer Fire District are not bound by the policy and procedures manual as it pertains to themselves however, they shall be followed when it pertains to the employees of the Mayer Fire District unless superseded by another document. This Board is bound by the requirements of applicable State Statutes, State Administrative Rules, Applicable Federal and State court decisions, and this Mayer Fire District Board Policy and Procedures manual as adopted by the Board. Nothing in section 903.6 shall be interpreted to negate any employee's due process rights that may exist.

## **904 Article IV – Officers of the Board**

### **904.1 Officers**

The officers of the District Board shall be the Chairperson and the Board Clerk. The Clerk shall keep the minutes of the Board, all correspondence and records of the District, and shall serve as chairperson in the absence of the Chairperson. A Treasurer may also be named by the Board, shall keep all financial records of the District. In the absence of a named Treasurer, the Chairperson shall designate a person this responsibility. All such officers shall have general authority to perform within the policies set by the Board and all acts necessary or advisable in connection with the activity and responsibilities of the Board for the operations of the District.

### **904.2 Fire Chief and Assistant Fire Chief**

The Board shall appoint, by majority vote, a Fire Chief who shall be the Chief Administrative and Operations Officer and who shall be responsible for all life safety and emergency management activity. The Board is authorized to negotiate a contract with the Fire Chief. The Fire Chief is encouraged and authorized to hire an Assistant Fire Chief and other positions necessary to safely handle all District activities. If hired, the Assistant Fire Chief, in the absence of the Board appointed Fire Chief, shall act as Fire Chief and shall be granted all rights and authorizations of the position.

### **904.3 Duties of Board Members and Fire Chief**

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

## **1000 FIRE BOARD AND FIRE CHIEF RELATIONSHIP**

It is absolutely imperative the Fire District Board and the Fire Chief understand each other's role in the operation of the Fire District. Each has a part to play and the best way to start is by sitting down together and discussing the present state of affairs in the district and how best to assure that each is working toward the ultimate goal of the protection of the citizens, and their property, in the District and contracted areas. A.R.S. 48-805 clearly defines the responsibilities of a Fire District Board. If things go wrong, the ultimate responsibility falls squarely on the shoulders of the Fire District Board. In an attempt to avoid potential problems, it is crucial that the Fire Chief and Board Members have discussions outside of board meetings. This should be done as long as doing so does not create a quorum.

### **1001 The perfect Fire Board Member**

The following characteristics are provided to give a basic understanding of the type of Board Member the Mayer Fire District wishes to attract. It is certainly not meant to be an all inclusive list.

**Understands business principles**

**Has integrity**

**Has credibility**

**Understands the role of the Fire Chief**

**Is a good listener**

**Has community awareness**

**Maintains a positive attitude**

**Is open minded**

**Shares mutual respect with the Fire Chief**

**Observes Board policies**

**Has good role identification**

**Has a sense of humor**

**Has a broad scope of vision**

**Is gutsy**

**Is politically aware**

**Can be flexible on issues**

**Has no hidden agendas**

**Is consistent and Fair**

## **1002 The Ideal Fire Chief**

The following describes some of the qualities a Fire Chief should have and some of the functions the Fire Chief should perform as a Fire Chief for the Mayer Fire District. It is certainly not intended to be an all inclusive list.

**Has decision making abilities**

**Is a good fiscal administrator**

**Has open communications with the Board**

**Understands firefighting**

**Does not micro-manage**

**Is resourceful**

**Has integrity**

**Will carry out Board policy**

**Is a community leader**

**Is a strategic planner**

**Has good public relation skills**

**Can delegate to his/her staff**

**Is honest**

**Shows compassion**

**Is flexible to new ideas**

**Mutual respect with Board**

## **1003 Guidelines for Hiring A Fire Chief**

The Fire District Board should follow the guidelines established in the job description outlined in the Mayer Fire Department Administrative policy and procedures manual under Tab 302 – Fire Chief.

They should then;

Advertise for the open position by posting the application process and deadlines along with a copy of the job description, pay and benefits, and any special requirements.

Set up a review board to review potential candidates application packets to narrow the field of applicants to a manageable group.

Set an interview process to speak with each potential candidate for the job.

Meet with the final candidate to discuss potential contracts, and make sure they understand what is expected of them.

## **1004 Fire Chief Duties and Responsibilities**

In addition to the duties and responsibilities outlined in the Fire Chief job description contained in the Mayer Fire Department Administrative policy and procedures manual Tab 302 – Fire Chief, the Fire Chief should also;

Be familiar with Arizona Revised Statutes, rules and regulations pertaining to Fire Districts, District By-laws, and other directions of the Fire Board.

Keep the Fire Board appraised of all District and Departmental operations through detailed and technical reports.

Follow all fiscal guidelines approved by the Fire Board.

Maintain communications with standing committees.

Authorize emergency repairs to apparatus, buildings, and equipment owned and operated by the Fire District without Board approval.

Communicate to the Fire Board through updates on all major emergency incidents within the District.

Address civic and other groups regarding activities and programs of the District

Hire personnel

Create and administer staffing practices and procedures

Manage all records and reports

Provide budgetary and fiscal management

Procure equipment and supplies to maintain daily operations

Control fire ground and emergency operations

Allocate and utilize resources appropriately

Provide and oversee fire prevention and related activities

Maintain intergovernmental relations

Provide for public relations and information

Manage all repairs and maintenance of District property

Constantly evaluate productivity

Research and Plan

Provide for Emergency Management

**1100 FIRE BOARD AND EMPLOYEE RELATIONSHIP**

The Mayer Fire District Board shall follow the guidelines outlined in the “Mayer Fire District Labor Relations Policy” and all other related documents that will have been adopted by the board. A copy of any adopted document shall be attached.

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## **Mayer Fire District Labor Relations Policy**

### **Section 1. Findings and Purpose**

1. The Fire District, its employees and employee organizations, have a basic obligation to the public to assure the orderly and continuous operations and functions of the Fire District.
2. Strikes, work stoppages, slow downs, and other efforts designed to disrupt Fire District services, are contrary to the public good and are strictly prohibited. Participation in such efforts may be grounds for disciplinary actions.
3. It is the goal of this policy to enter into discussions with legally authorized representatives of District employees to enter into a written Memorandum of Understanding (MOU) to set compensation and benefits and resolve issues and disputes relating to working conditions, wages, benefits, grievance policies, and hours of work. Such MOU shall become effective upon approval by the Fire Board.

### **Section 2. Recognition of Local #3066**

1. Upon notice to authorized representatives of Mayer Fire District of the designation of Local #3066 as the duly authorized representative of a majority of firefighter employees of the Mayer Fire District, there shall be one recognized group within the Mayer Fire District, United Yavapai Firefighters, Local #3066, Mayer Fire Chapter (Local #3066), as the authorized employee organization to represent employees for the purpose of meeting and conferring. Any proposed agreement between the Mayer Fire District and Local # 3066 will be drafted into a written MOU, signed by the authorized representatives of Local #3066 and the authorized representatives from the Mayer Fire District, and presented to the Fire Chief and the Fire Board for approval as indicated in Section 3.1.
2. Authorized representation by Local # 3066 shall be established for the District by a certified majority vote of the employees submitted to the Mayer Fire Board in writing stating its results. The proposed group of employees shall include:
  - A) Firefighters, all classifications up to and including Captains. Chief Officers can be non voting members.
3. The designated employees' organization shall have the right to biweekly or monthly dues deduction, if approved by the employees of said organization.

### **Section 3. Meeting and Conferring**

1. After certification of its status as the representative of a majority of District employees, Local #3066 shall submit a written proposal to the Fire Chief relating to wages, benefits, hours, safety regulations, grievance policy, and other working conditions, by February 1 of each contract year. The Fire Chief will present to the Fire District Board at the regularly scheduled meeting in March of each contract year after discussing any issues of concern with the recognized labor organization. The Local #3066 may have a representative at the same meeting in order to present their impressions of the issues.
2. Upon receiving a proposal from the designated employee's organization, the Fire District Board, and the Fire Chief shall submit a written response to the proposal to the employee's organization within ten (10) calendar days of the March regularly scheduled fire board meeting.
3. If needed within fifteen (15) calendar days from the receipt of the Fire District's Board and the Fire Chief's response, representatives of the employee's organization, the Fire District's Board, and the Fire Chief shall begin "meeting and conferring" at mutually agreed upon locations and times, for the purpose of entering into a written Memorandum of Understanding relating to the proposal regarding working conditions, wages, benefits, grievance policy, and hours. Meetings shall take place at agreed upon dates until an agreement is reached or impasse is declared.
4. The chairman of the Fire District Board, or designated representative, and the representative of the employee's organization, shall initial all areas of agreement in any proposed draft MOU. Those areas which were not agreed to shall be outlined as areas in dispute. If an agreement cannot be reached and all other avenues have been exhausted, the Mayer Fire District Board may appoint a mutually agreed upon mediator. The mediator will assist both parties in discussing issues in dispute. However, it is understood that the Mayer Fire District Board will have the final decision on the areas in dispute.
  - A) The cost of the Mediator will be shared equally by the Fire District and the designated labor organization.

All areas of agreement, as well as those in dispute shall be submitted to the Chairman of the Fire District Board, and the Fire Board for their evaluation within thirty (30) days after an impasse is declared concerning issues in dispute. The designated labor organization representative and the Chairman of the Fire District Board shall initial all areas of agreement. The designated labor organization agrees to accept the Fire District Board's final decision on the areas in dispute; however, the designated labor organization representative will not be obligated to initial areas not agreed to. The areas of agreement as well as the Fire District Board's final ruling on areas of dispute shall constitute the Memorandum of Understanding for the following fiscal year, which is to be signed by all Fire Board members and the designated representative of the labor organization. This Memorandum of Understanding shall be submitted to the newly elected members of the Fire Board for approval.

Mayer Fire District Labor Relations Policy  
Signatures

Fire District Board Chairman	Signature	Date
Fire District Board Clerk	Signature	Date
Fire Chief	Signature	Date
Local #3066 Representative	Signature	Date