Governing Board Handbook & Bylaws

Superstition Fire & Medical District

Governing Board Members

Kathleen Chamberlain, Board Chairperson
Jeff Cross, Board Clerk
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Introduction

The Governing Board of the Superstition Fire & Medical District (SFMD) has approved this handbook and bylaws to guide governing board members with the necessary information needed to govern with excellence. This handbook is to assist existing and new members of the Superstition Fire & Medical District Governing Board understand roles and expectations relating to their capacity as an elected official. SFMD consulted many sources, such as the Arizona Revised Statutes (A.R.S.), Arizona Fire District Association (AFDA) publications and educational seminars, and other related authorities to establish these guidelines.

First Officials Acts

As part of the first official acts, all board members shall complete the required onboarding process. Pursuant to A.R.S. §38-232, governing board members shall affirm and sign an oath of office before being seated after being elected or appointed. The same applies to each subsequent term. Pursuant to A.R.S. §38-431.01(G), all governing board members shall review the Open Meeting Law (O.M.L.) materials provided by the Secretary of State at least one day before taking office and sign a Statement of Compliance, indicating that they have done so.

In addition, the Governing Board Members shall complete a contact information form, sign a conflict of interest disclosure form to declare any potential conflicts of interest annually and sign an acknowledgment form after reading and understanding the guidelines discussed in this handbook.

Orientation

All new Board Members are invited to an orientation session to provide them a basic understanding of the District. The Fire Chief will administer the orientation session.

General Topics:

- **Familiarization and introduction of staff**
- **Familiarization and tour of the District and the fire stations within the District**
- **Chain of command**
- **Explanation of the Arizona Revised Statutes**
- **Whom the District serves**
- **Tour, explanation, and demonstration of various apparatus and equipment**
- **Description of the volunteer program**

Board Members are issued an electronic device and an SFMD email address to be used for district business. Monthly board packets, study session information, and other pertinent district information will be distributed electronically to the device. To protect the Board Member's privacy, please use the email address provided by the District and not a personal email address to conduct district business. All correspondences related to District business are subject to public records requests; if a personal email is used, it is subject to being searched for District-related correspondence

Commitments

Board Members shall be committed to the following practices to accomplish their responsibilities to the best of their ability:

- Attend and actively participate at fire board meetings, work sessions, & public hearings.
- Review Board packets before each meeting to arrive prepared; ensure adequate and current information is obtained to make informed decisions; keep informed of developments relevant to issues before the Board.
- Work to accomplish the mission of the Fire District; unite for a common cause; respect the opinions of fellow board members and Fire District staff; refrain from being publicly critical of fellow Board Members' views outside of board meetings.
- Exercise independent judgment on decisions that come before the Board.
- Board Members shall not discuss confidential proceedings outside the Board meetings.
- Accept, respect, and support the Board's majority decisions; recognize authority is vested in the Board as a group and not in individuals.
- Recognize that the Board's job is to ensure that the Fire District is well managed, not to manage the operations of the Fire District.
- Avoid interfering with the duties of the Fire Chief or undermining the chief's authority; recognize the chain of command.

BYLAWS

ARTICLE I: GENERAL

1. Purpose: These Bylaws set forth the general rules and guidelines of conduct for the Superstition Fire & Medical District Governing Board.
2. Conflict with Applicable Law: In the event of any conflict in the laws governing the conduct of the Board, then such conflict shall be resolved by applying the regulating authority in the following order of priority: (a.) Arizona Revised Statutes Annotated; (b.) the Bylaws for the Superstition Fire & Medical District; (c.) the Standing Rules of the Board; and (d.) Robert's Rules of Order.
3. Reference to Applicable Law: Any reference made in the Bylaws to controlling or applicable law, rules, or regulations shall include all pertinent amendments there to.
4. Definitions: The following definitions shall apply to these Bylaws:
   a. "Board" shall mean the governing body of the Superstition Fire & Medical District.
   b. "District" shall refer to the Superstition Fire & Medical District.
   c. "Standing Rules" shall mean the rules and regulations adopted by a majority of the Board from time to time as they are needed in establishing guidelines for a District meeting and Board Member conduct. Standing Rules may be amended by a majority vote of the Board.

ARTICLE II: THE BOARD

1. Members: There shall be five (5) members of the Board.
2. Qualifications: A member of the Board must be a resident of the District for at least 1 year at the time of their election and must remain so during their incumbency. Employees of the District shall not be members of the Board, and conversely, a member of the Board shall not be an employee of the District (A.R.S.§48-805.B.1).
3. Election or Appointment: Board Members 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 (4) years. Each member shall be installed at the December meeting following their election. Each newly elected member shall take the Oath of Office (A.R.S. §38-231) following the date that the balloting results are canvassed by the County Board of Supervisors. The term of each member shall begin on the first day of the month following that member's election.
5. Duties and Responsibilities: The members of the Board are vested with the authority for managing the affairs of the District, pursuant to the laws of the State of Arizona governing the management of fire districts.
6. Statutory Training: Beginning with the 2014 general election, Board members who are elected or appointed to the Board and a Fire Chief that is hired or appointed after November 5, 2014, shall attend six (6) hours of professional development training within 12 months of election or appointment. The training is provided by the Arizona Fire District Association (AFDA) per A.R.S. §48-803(H).

7. Authority of the Board: The authority of the Board is governed by the laws of the State of Arizona.

8. Compensation: The Board shall serve without compensation and will only be reimbursed for any actual and reasonable expenses incurred on behalf of the District.

9. Vacancies: In the event that there is a vacancy on 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 in a manner determined by the remaining Board members. An individual selected by the Board shall serve until the expiration of the term of the Board member whose position they replaced. Board member's term will be deemed vacant if the person holding the office ceases to discharge the duties of office for the period of three (3) consecutive months per A.R.S. §38-291(6),(7).

10. Role of the Fire Board: The Board shall act through a majority of a quorum by action taken at public meetings. The Board has the ULTIMATE RESPONSIBILITY TO ADMINISTER THE DISTRICT. The Fire Board's responsibilities are set forth, in part, in A.R.S. §48-805.

    a. The Board shall be responsible for setting the District's budget and setting District policies.

    b. The Board may delegate authority to the Fire Chief to perform specific duties on behalf of the District.

    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 mission, policies, and standard operating guidelines.

       Note:

       i. This provision is not to be interpreted that Board Members cannot talk to employees or that employees cannot speak to Board Members; nor does it mean Board Members cannot visit District facilities (including fire stations) or participate in any scheduled ride-along. Board Members are encouraged to be exposed to the workings of the District and to educate themselves to better represent both the District and the community they serve as a Board Member. However, Board Members shall conduct themselves professionally and shall not interfere with the duties of SFMD personnel.

       ii. Consistent with section (d)(iv) below, in the event, a Board Member obtains, from any source, information that may impact the District (in either a positive or negative manner), the Board Member shall report the information to the Fire Chief and where appropriate report the information to the Board pursuant to an appropriately noticed agenda item.

    d. Board Members shall respect the District's Chain of Command.

       i. Board Members shall become familiar with the Districts Meet & Confer document, Memorandum of Understanding (MOU.), and Administrative Policies.

       ii. Board Members should defer all operational issues to the Fire Chief.

       iii. Any Board Member approached by an employee regarding a personal or personnel matter involving the District should refer the employee to the employee's direct supervisor or another officer or labor representative, and shall notify the Fire Chief as may be set forth in Administrative Policy.

iv. Each Board Member should communicate, during a public meeting, (pursuant to an appropriately noticed agenda item), all substantive or significant information relevant to the District (whether positive or negative) that the Board Member obtained from sources apart from the board meetings or through correspondence addressed to all Board Members.

e. In addition to notifying the Board of District events during the Chief's Report at regular meetings of the Board, the Board shall instruct the Fire Chief to promptly inform the Board regarding certain types of events/incidents as they develop. In most situations, the Fire Chief may notify the Board by email and where possible within 24 to 48 hours with more serious events or incidents requiring more immediate notification. From time to time, the Board may instruct the Fire Chief as to the manner of notification and the timing of notification. Examples include:

i. For incidents that involve the arrest, termination, suspension, or demotion of an employee;

ii. When an employee is separated from employment for any reason;

iii. In the event of an employee's (on or off duty) death.

iv. When an employee is permanently promoted.

v. Whenever SFMD apparatus leave the District for wildland fire deployments/assignments.

vi. Anything deemed by the Fire Chief to be of significant interest to the Board or community.

11. Role of Individual Board Members: **Board members individually have no authority to act on behalf of the District. Board members shall use their best efforts to make decisions based on the best information available and use their best efforts to ensure each of the Board members has the same information available upon which decisions in the District's best interest are made.**

12. 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 regularly update its Disclosure Statements each December. In addition, any Board Member is required to disclose any conflict or potential conflict that may arise during any board member's term.

ARTICLE III: OFFICERS

1. Officers: The Board shall be administered by a Chairperson 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 two (2) years. 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 the appropriate procedure and that order and decorum is observed at the meetings.

6. The Clerk: The Clerk is the official custodian of all the records of the District. The Clerk, in the event of the Chairperson's absence or inability to act, shall have all the authority of the Chairperson.

7. Pension Board Chairperson: The Board Chairperson, or the Chairperson's designee, shall also serve as the local Pension Board Chairperson. Each employer who participates in PSPRS must establish a five person Local Board, which includes a chairperson, two appointed persons, and two individuals who are contributing members of the Plan (elected by secret ballot election from all the contributing membership for that group). https://www.psprs.com/employers--local-boards/

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

9. Death or Resignation of Officers: Any officer may resign at any time by giving the Board Chairperson and Fire Chief written notice of their resignation. 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 Board 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 they replaced.

ARTICLE IV: BOARD COMMITTEES

1. Formation: The Board Chairperson or the Board as a whole may direct the formation of a committee. In addition, any member of the Board who is present at a meeting may propose establishing a committee. A committee may be appointed for one of the following purposes or any other purpose deemed reasonable by the Board:

   a. To consider and recommend suitable action on any other matter referred to ;

   b. To investigate a specific issue and report facts with its opinions thereon;

   c. To represent or act for the District in a specific matter.

2. Term: The committee may serve for a term or purpose, as designated by the Chairperson or Board. Should the committee fail to make its recommendations or file its report within the designated term, the Board may extend such term or discharge the committee as it sees fit.

3. Membership Qualifications: Any individual residing within or out of 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 Chairperson. In the event that nomination is made from the Board, then the member may only qualify if they receive 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 committee's objective. Expenses incurred by the committee must receive prior approval of the Board and must be reasonable in scope.
5. Records of Committee Action: The committee is required to keep the minutes of its meetings and abide by applicable 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 Board requests the committee to review the report or recommendations and make modifications;
    b. The Board decides 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 is the member who reports to the Board. The committee may also select a Secretary.
9. Committees Formed by Fire Chief: The Fire Chief may, from time to time, form a committee to study any issue and may report to the Chairperson or the Board. Any such committee may be created and shall conduct its business under the direction of the Fire Chief or his designee and shall not be governed by these Bylaws.

ARTICLE V: MEETINGS

1. Meetings: The Board will follow the Open Meeting Law per A.R.S. §38-431 and all public meeting requirements under Arizona law.
2. Notice: Notice of the meeting of the Governing Board will be given per A.R.S. §38-431.02 and shall include an agenda of the matters to be discussed or decided at the meetings.
3. Quorum: Three (3) Members of the Board shall constitute a quorum. Board members may attend in person or remotely. Should the Board members 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.
4. Agenda: The agenda must be available at least 24 hours in advance of the meeting, unless (a.) an actual emergency exists, or (b.) a meeting has been recessed and except for an emergency situation, only matters listed on the agenda and other matters related thereto may be discussed, considered, or decided at the meeting.
5. Regular Meetings: Regular public meetings shall be held monthly, on such a day and time as the Board or Board Chairperson may from time to time determine.
6. Special Meetings:
    a. The Chairperson may call a special meeting at any time by giving the notice required by law and providing an agenda for the special meeting, as required by Arizona Revised Statutes.

b. At the written request of two (2) 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 Revised Statutes. In the event the Chairperson fails to call a Special Meeting, at the written request of two (2) Board Members, the Clerk shall call the Special Meeting.

7. Ratification of a Prior Act: The notice requirement for ratifying a prior act taken in violation of Arizona law is 72 hours. Ratification must occur within 30 days after the discovery of the violation or after such discovery should have been made by the exercise of reasonable diligence. The procedure for ratification is prescribed in A.R.S §38-431.05(B).

8. 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 given shall be appropriate to the circumstances generating the emergency; however, there are three (3) requirements that must be met which are as follows:

   a. Prior notice as is reasonable must be given;

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

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

   d. 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 by statute.

9. Meeting Recessed: Less than 24 hours' notice may be given when a properly noticed meeting is recessed to a later date. Prior to the recessing a meeting, 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.

10. Order of Business: The order of business at a Board meeting is generally as follows; however, the order of business may be changed by the Chairperson or majority of the Board:

    a. Call to Order and Pledge of Allegiance.

    b. Roll Call and a determination that a quorum exists.

    c. Recognition and Special Awards.

    d. Financial Reports.

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

    f. Consent agenda items, including the minutes of the previous meeting(s).

    g. Old business/New Business Items

    h. Chief's Report.

    i. Announcements.

    j. Future Agenda Items. A Governing Board Member may bring forth general topics for future meeting agenda. However, the Governing Board may not discuss, deliberate, or take any action on the topics presented pursuant to A.R.S. § 38-431.02[H]).

    k. Adjournment.

11. Minutes: The written minutes record all official acts of the District taken by the Board.

12. The Approval, Ratification, and Amendments to the Minutes: The Board Meeting minutes 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, those minutes shall be signed by the Clerk.

13. 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 the Chairperson Clerk, the Board Member with the most seniority 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 any Board Member requests a roll call count, then the Chairperson shall require a roll call vote.

    b. The public shall have access to all meetings except for Executive Session.

    c. The Board may arrange for participation by telephone or video conference for a Board Member otherwise unable to attend in person. In the event that a telephone or video conference is made available, then the following procedure must be followed:

        i. the notice or the agenda should state that one or more members of the Board will participate by such method to the extent this information is available at the time of posting the agenda;

        ii. facilities must be set up to permit use of telephone or video communications by those in attendance at the meeting;

        iii. there should be a clear identification of all members participating by such method; and

        iv. the minutes of the meeting should identify members participating by telephonic or video communications and should describe the procedures followed.

    d. The Consent Agenda is intended to streamline the purchase of items or services, which are included in the District's budget. Therefore, any Board Member may request that an item be removed from the Consent Agenda and considered separately. If such a request is made the Chairperson may alter the order of business to consider the separate item either before or after the remainder, if any, of the Consent Agenda.

ARTICLE VI: EXECUTIVE SESSIONS

1. Requirements: Upon, and only upon, a public majority vote of sufficient members to constitute a quorum, an Executive Session may be held only for the purposes specified by A.R.S. §38-431.03(A).

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 the agenda shall identify 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 Session.

6. Limitation on Conduct in Executive Session: The Board may not take an informal or preliminary vote or a final vote or make a final decision in the Executive Session; such action must be taken at a public meeting convened for that purpose. At the public meeting after the Executive Session, sufficient information should be given to the public to apprise the public of the action's basic subject matter.

   Notwithstanding these limitations, the Board may give directions in Executive Session for the reasons authorized in A.R.S. §38-431.03(A)(4), (5), and (7).

7. Emergency Executive Session: An emergency executive session may be called provided that:

   a. Such prior notice as is practical shall be given to the public.

   b. The reason for the emergency session is announced publicly immediately prior to the executive session; and

   c. Within 24 hours after the emergency executive session, an agenda is posted setting forth the information required pursuant to article vi paragraph 4.

ARTICLE VII: MAINTENANCE OF RECORDS

1. Records Retention: The Board follows all Arizona Revised Statutes and Arizona State Library, Archives, and Public Records Retention Schedule for all records, including minutes and agendas. 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: The minutes must be taken of all public meetings and executive sessions, and contents follow Arizona Revised Statutes Annotated (A.R.S. §38-431.01(A)). Either written minutes or a meeting recording must be available for public inspection within three (3) working days after the meeting, except that no recording of any executive session is available to the public. 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. With respect to the executive session, the general description shall be deemed sufficient if it refers to the sub-section of Article VI, Section 1 under which the executive session was held.

   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 and the breakdown of the vote of each member, if not unanimous.

e. The name of each person making a statement or presenting material to the Board and a specific reference to the action the statement or presentation relates too.

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 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 posting date, time, and place, must be kept. Records are to be maintained for a period as provided in the District's records retention schedule.

4. Tape Recordings: Minutes may be taken in writing or may be recorded by tape recorder or videotape recorder.

5. Executive Sessions: The minutes of an executive session must be kept confidential. The Board must advise all persons present at the executive session as to the executive session's confidential nature, and the minutes should reflect that such advice was given. The minutes of an executive session must contain the following information:

   a. The date, time, and place of the meeting.

   b. The members of the Board recorded as either present or absent.

   c. A general description of the matter considered, along with reference to the sub-section of the statute under which the executive session was held.

   d. A statement for the reasons for any emergency considerations of any matters not on the agenda.

   e. Instructions to legal counsel or to the representative of the District in labor or real estate negotiations.

   f. Such other information as the Board deems appropriate.

6. Disclosure of Minutes of an Executive Session: Minutes of an executive session may not be disclosed to anyone except as follows:

   a. Any member of the Board.

   b. Any officer, appointee, or employee who was a subject of the discussion.

   c. Staff personnel to the extent necessary to perform their duties to prepare and maintain the executive session minutes.

   d. The attorney for the Board to the extent necessary for representation.

   e. The Auditor General, Attorney General, or County Attorney in the connection with the lawful performance of their duties to conduct a financial or performance audit, or an investigation, pursuant to A.R.S. § 38-431.03(B)(4) or 38-431.06.

   f. The Court for purposes of a confidential inspection. A.R.S. § 38-431.03(F).

7. Committees: Committees shall keep minutes of their proceeding. 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.

8. Agendas: The agendas for all meetings shall be preserved with the written minutes of each meeting and must be maintained as specified in the District's records retention schedule.

ARTICLE VIII: FINANCES

1. Annual Report to Pinal County: The Board shall submit an annual report to Pinal County pursuant to the requirements of the law of Arizona, as amended from time to time.

2. Annual Budget: The Board shall prepare 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 Fire 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. A complete copy of the adopted budget shall be posted in a prominent location on the District's official website per A.R.S. §48-805.02(A).

3. Annual estimate: No later than August 1st of each year, the Chairperson must submit to the Board of Supervisors of Pinal County an estimate, 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. In all other ways, the annual estimate must 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 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. In addition, the purchasing policy may be amended from time to time by a majority vote of the members constituting a quorum.

ARTICLE IX: EXECUTION OF DOCUMENTS

1. General: All documents, instruments or any written material whatsoever binding upon the District shall be executed by the Chairperson of the Board for the District, or in the Chairperson's absence, by the Clerk, provided, however, that the Board may authorize other Board Members, the Chief, or other District officers, employees, or appointees of the District to execute documents, instruments, or other written material on behalf of the District.

2. Finance Documents: All documents, instruments, and any written material whatsoever which evidence money owed by, or money owed 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 by the Governing Board.

ARTICLE X: FIRE CODE

1. Adoption: The Board currently operates under the 2018 Edition of the International Fire Code, with amendments 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 30 days prior to a public hearing to adopt the amendments and/or revisions.
3. Fire Protection Standards: The Board may assist the State Fire Marshal in the enforcement of fire protection standards within the District.
4. Professional Standards: The Board may adopt, amend, or revise such professional standards as it deems appropriate for the administration of the District services, including but not limited to the International Fire Code and the National Fire Protection Association (NFPA) Codes and standards.

ARTICLE XI: 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 state standards for the PSPRS. Nothing in this Article shall be construed in a manner contrary to PSPRS standards or requirements. The Local Pension Board shall be organized under and follow procedures as set forth under A.R.S. 38, Chapter 5, Article 4: Public Safety Personnel Retirement System.

ARTICLE XII: CONSTRUCTION

1. Construction of Bylaws: The Governing Board Bylaws shall at all times be construed in a manner consistent with Arizona law and any applicable statutes, regulations, ordinances, or standards.

ARTICLE XIII: AMENDMENT

1. Interpretation: These Bylaws will be interpreted, to the fullest extent possible, in accordance with Arizona law. In the event any portion of these Bylaws is contrary to a provision of Arizona law, that portion shall be of no further force or effect; however, the remaining provisions of these Bylaws shall remain in full force and effect.
2. Amendment of Bylaws: Amendments to these Bylaws may be proposed in writing at any regular or special public meeting of the Board. Such proposed amendments shall be acted upon at the next regular public meeting of the Board or at a special public meeting called for that purpose and shall be adopted by an affirmative vote of a majority of the Board Members present. Notice of intention to present an amendment to these Bylaws for adoption shall be contained in the notice of the meeting.

APPROVED AND ADOPTED by the Superstition Fire & Medical District Governing Board at a public meeting on July 20, 2022.

Jeff Cross, Board Clerk

State of Arizona

County of Pinal

LORI ANN HLAVIN
Notary Public - Arizona
Pinal County
Commission # 599137
My Comm. Expires Jan 8, 2025

The following instrument was acknowledged before me on this 20th day of July 2022 by Jeff Cross, Clerk of the Governing Board of the Superstition Fire & Medical District.

Notary Public