NOTICE OF MEETING
HOUSTON MESA FIRE DISTRICT

The Fire Board of the Houston Mesa Fire District will meet in a Regular Session. The meeting will be held at the El Caballo Community Club located at 8119 W. Mescalero Road, Payson, AZ. The Board may vote to go into Executive Session on any agenda item, pursuant to ARS § 38-431.03 (A) (3) for discussion and consultation for legal advice with the District Attorney on matter as set forth in the agenda items. The following topics and any variable thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

BOARD MEETING MINUTES
August 8, 2013

1. **CALL TO ORDER** at 5:30 p.m. at El Caballo Community Club, Payson, AZ 85541.

2. **ROLL CALL OF BOARD MEMBERS AND ATTENDEES**
   Board members present: Chairperson Webster, Treasurer Norman, Clerk Schoonover, Member Sizemore.
   Attendees: Chief Essary, Assistant Treasurer John Webster, Board Nominee Susan Starr.

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF MINUTES**
   a. Regular Board Meeting Minutes –July 11, 2013
   Action taken: It was moved by Clerk Schoonover, seconded by Member Sizemore, to approve the minutes.
   Ayes: 4
   Nays: 0
   Motion Passed

5. **REPORTS & CORRESPONDENCE:**
   a. Chief's Report
   b. Treasurer's Reports
   Action taken: It was moved by Clerk Schoonover, seconded by Member Sizemore, to approve the Treasurer's Report.
   Ayes: 4
   Nays: 0
   Motion Passed

6. **OLD BUSINESS**

   a. **Discussion of possible financing of new SCBAs to replace current SCBAs presently in use.** The board will discuss the possibility of financing new SCBAs.
   Action Taken: It was moved by Treasurer Norman, seconded by Member Sizemore, to table this item because our financial status hasn't changed.
   Ayes: 4
   Nays: 0
   Motion Passed.

b. **Discussion regarding the possible re-financing of the water tenders lease purchase agreement.**
Chairperson Webster will provide an update on extending to lease/purchase agreement with PNC for the water tender.
Action taken: It was moved by Member Sizemore, seconded by Clerk Schoonover, to table this item because no update is available.
Ayes: 4
Nays: 0
Motion Passed.

c. **Discussion and possible action regarding the insurance check that was received for roof damage.**
Action Taken: It was moved by Treasurer Norman, seconded by Member Sizemore, to table this item due to the shortfall between the check amount of $2,100 and the estimated repair amount of $4,700, until further investigation can be done.
Ayes: 4
Nays: 0
Motion Passed.

7. **NEW BUSINESS**

a. **Discussion and possible action to swear in Susan Starr as a HMFD board member. Due to unforeseen situations Susan was unable to notarize her July Oath of Office within the 48 hours requirement.**

Action Taken: It was moved by Treasurer Norman, seconded by Member Sizemore, to appoint Susan Starr as a new Board member.
Ayes: 4
Nays: 0
Motion Passed.
The oath of office was administered to Susan Starr by Treasurer Norman.

b. **Discussion and possible action to move Octobers or Novembers regular board meeting to a alternative week to accommodate Treasurer Normans travel schedule.**
Action Taken: It was moved by Treasurer Norman, seconded by Clerk Schoonover, to move the November regular Board meeting to November 21st, to ensure a quorum.
Ayes: 4
Nays: 0
Motion Passed.

c. **Discussion and possible action on HB 2572 new state requirements.**
Action Taken: It was moved by Clerk Schoonover, seconded by Treasurer Norman, to acknowledge the new requirements so that HMFD will be in compliance with them.
Ayes: 4
Nays: 0
Motion Passed.

d. **Discussion and possible action in approving Minnie Norman as a volunteer to the Clerk for administrative functions.**
Action Taken: It was moved by Member Sizemore, seconded by Clerk Schoonover, to approve Minnie Norman as volunteer to the Clerk.
Ayes: 4
Nays: 0
Motion Passed.

e. **Discussion and possible action in reassigning board positions.**
Action Taken: Jean Schoonover nominated Randy Norman as Treasurer, Dick Sizemore nominated Susan Starr as Clerk, and Randy Norman nominated Lori Webster as Chairperson. It was moved by Jean Schoonover, seconded by Dick Sizemore, to approve the nominations.
Ayes: 4
Nays: 0
Motion Passed

f. **Discussion and review of the Auxiliary income and expense report for the fundraising events for HMFD.**
Discussion only. Chairperson Webster provided a copy of the email from Auxiliary President Cheryl Essary indicating that about $3,000 in funds have been raised to date, with more to be counted for August.

g. **Discussion and possible action to reduce administrative difficulties and ensure conformance with IRS tax code for the Pension Plan.**
Action Taken: It was moved by Treasurer Norman, seconded by Member Sizemore, to table this item until a meeting can be arranged with Jere Jarrell to discuss our options.
Ayes: 4
Nays: 0
Motion Passed

8. CALL TO THE PUBLIC

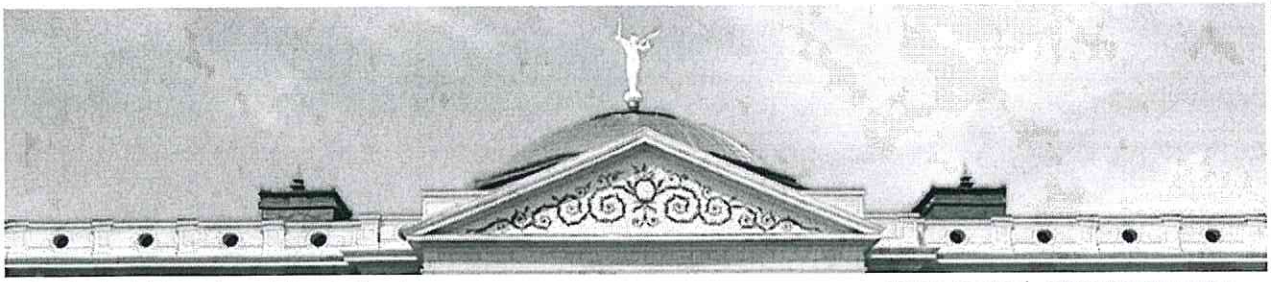
Consideration and discussion of comments and complaints from the public. Those wishing to address the Houston Mesa Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the call to the public. However, individual Board Members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on any issues raised during the Call to the Public due to restrictions of the Open Meeting Law.

9. CONSIDERATION AND POSSIBLE ACTION CALENDAR

Next regular monthly HMFD Board Meeting will be September 12, 2013.

10. ADJOURNMENT 7:25 P

Under the provisions of the Americans with Disabilities Act, the Houston Mesa Fire District will make every effort to accommodate persons with disabilities. Please contact the HMFD office at 928-472-7908 prior to the scheduled meeting time.



48-803. District administered by a district board

A. In a district that the board of supervisors estimates has a population of fewer than four thousand inhabitants, the district board may consist of three or five members. In a district that the board of supervisors estimates has a population of four thousand or more inhabitants, the district board shall consist of five members, and for a noncontiguous county island fire district formed pursuant to section 48-851, the board shall consist of five members. The estimate of population by the board of supervisors is conclusive and shall be based on available census information, school attendance statistics, election or voter registration statistics, estimates provided by state agencies or the county assessor, or other information as deemed appropriate by the board of supervisors. If the board of supervisors determines, at any time prior to one hundred twenty days before the next regular scheduled election for members of a district board, that the population of a fire district administered by a district board consisting of three members exceeds four thousand inhabitants, estimated as provided in this section, the board of supervisors shall order an increase in the number of members of the district board. If the board of supervisors determines at any time prior to one hundred eighty days before the next regularly scheduled election for members of a district board that the population of a fire district administered by a district board that consists of five members exceeds fifty thousand inhabitants as prescribed in this section, the board of supervisors shall inform the district board that it may expand to seven members. Any expansion to seven members shall occur by majority vote of the district board. The increase is effective for the election of the additional members at the next regular election of members of the district board.

B. If a vacancy occurs on the district board other than from expiration of a term, the remaining board members shall fill the vacancy by appointment of an interim member. If the entire board resigns or for any reason cannot fulfill its duties, the board of supervisors shall appoint an administrator to administer the district with the same duties and obligations of the elected board. If the board of supervisors fails to appoint an administrator within thirty days, a special election shall be held to fill the vacancies on the fire district board.

C. Members of the district board shall serve without compensation, but may be reimbursed for actual expenses incurred in performing duties required by law.

D. The board of a fire district shall appoint or hire a fire chief.

E. The district board shall elect from its members a chairman and a clerk.

F. Of the members first elected to district boards consisting of three members, the two people receiving the first and second highest number of votes shall be elected to four-year terms, and the person receiving the third highest number of votes shall be elected to a two-year term. Of the members first elected to district boards consisting of five members, the three people receiving the first, second and third highest number of votes shall be elected to four-year terms, and the two people receiving the fourth and fifth highest number of votes shall be elected to two-year terms. Thereafter, the term of office of each district board member shall be four years from the first day of the month next following such member's election. Of the members elected as additional members to a five member district board, the person with the highest number of votes is elected to a four-year term and the person with the second highest number of votes is elected to a two-year term. If a district resolves to increase the governing board to seven members pursuant to subsection A, the governing board may appoint two additional members to serve until the next general election. After the general election at which the two additional members are elected, the newly elected member with the highest number of votes serves a four-year term and the other member serves a two-year term. Thereafter, the term of office for these two new members is four years.

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OATH OF OFFIC

Houston Mesa Fire District

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I, the undersigned, hereby execute this document in compliance with A.R.S. § 38-231 and § 11-542:

OFFICERS AND EMPLOYEES REQUIRED TO TAKE LOYALTY OATH: CLASSIFICATION: DEFINITION

A. In order to ensure the statewide application of this section on a uniform basis, each board, commission, agency and independent office of this state, and of any of its political subdivisions, and of any county, city, town, municipal corporation, school district and public educational institution, shall completely reproduce this section so that the form of written oath or affirmation required in this section contains all of the provisions of this section for use by all officers and employees of all boards, commissions, agencies and independent offices.

B. Any officer or employee who fails to take and subscribe to the oath or affirmation provided by this section within the time limits prescribed by this section is not entitled to any compensation until the officer or employee does so take and subscribe to the form of oath or affirmation prescribed by this section.

C. Any officer or employee having taken the form of an oath or affirmation prescribed by this section and knowingly at the time of subscribing to the oath or affirmation, or at any time thereafter during the officer's or employee's term of office or employment, does commit or aid in the commission of any act to overthrow by force, violence or terrorism defined in section 13-2301 the government of this state or any of its political subdivisions, or advocates the overthrow by force, violence or terrorism as defined in section 13-2301 of the government of this state or of any of its political subdivisions, is guilty of a class 4 felony and, on conviction under this section, the officer or employee is deemed discharged from the office or employment and is not entitled to any additional compensation or any other emoluments or benefits which may have been incident or appurtenant to the office or employment.

D. Any of the persons referred to in article XVIII, section 10, Constitution of Arizona, as amended, relating to the employment of aliens, are exempted from any compliance with this section.

E. In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before any officer or employee enters upon the duties of the office or employment, the officer or employee shall take and subscribe the following oath or affirmation: (Below)

F. For the purposes of this section, "officer or employee" means any person elected, appointed or employed, either on a part-time or full time basis, by this state or any of its political subdivisions or any county, city, town, municipal corporation, school district or public educational institution or any board, commission or agency of any county, city, town, municipal corporation, school district or public educational institution.

A.R.S. § 38-231 (E) Oath:

State of Arizona, County of Gila

I, SUSAN V. STARR *do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of office of* Board Member *according to the best of my ability, so help me God (or so do I affirm).*

Signature

Subscribed and sworn (or affirmed) to before me on this 9 day of August, 2013.

(SEAL)

Notary Public

JASON A. JANSEN
Notary Public - State of Arizona
GILA COUNTY
My Commission Expires
March 25, 2017