

**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
December 12, 2013**

1. **CALL TO ORDER** at 5:30 PM at El Caballo Community Club, Payson, AZ 85541.
2. **ROLL CALL OF BOARD MEMBERS AND ATTENDEES**
 Board members present: Clerk Starr, Member Schoonover, Member Sizemore, Treasurer Norman.
 Board members absent: Chairperson Webster
 Attendees: Chief Essary, Assistant Treasurer John Webster, Minnie Norman.
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF MINUTES**
 - a. Regular Board Meeting Minutes –November 21, 2013
Action taken: It was moved by Member Sizemore, seconded by Treasurer Norman, 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 Member Sizemore, seconded by Member Schoonover, to accept the Treasurer's Report.
 Ayes: 4 Nays: 0 Motion Passed
6. **OLD BUSINESS**
 - a. **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 because no update was available.
 Ayes: 4 Nays: 0 Motion Passed
 - b. **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 Member Schoonover, seconded by Treasurer Norman, to pay Innes to prepare the W2s and related tax forms for the Pension Plan.
 Ayes: 4 Nays: 0 Motion Passed
 - c. **Discussion and possible action regarding the difficulties with the administration of the new Pension Plan and whether or not we should continue the program.** **Action Taken:** It was moved by Treasurer Norman, seconded by Member Sizemore, to continue with the Pension Plan.
 Ayes: 4 Nays: 0 Motion Passed

- d. **Discussion and possible action to approve the use of the SCBA grant monies and current funds available for this equipment. Action Taken:** It was moved by Treasurer Norman, seconded by Member Sizemore, to accept the \$7,000 donation from the 100 Club of Arizona, a \$5,000 donation from the HMFD auxiliary, and a \$1,300 equipment donation from the Chandler Fire Department for the four SCBAs.
Ayes: 4 Nays: 0 Motion Passed
- e. **Update from the committee for merger/consolidation or shared services with other districts.**
No update available.

7. NEW BUSINESS

- a. **Discussion and possible action to accept Lori Webster's resignation. Action Taken:** It was moved by Treasurer Norman, seconded by Member Sizemore, to accept Lori Webster's resignation.
Ayes: 4 Nays: 0 Motion Passed
- b. **Discussion of the vacant HMFD board position.**
- c. **Discussion and possible action to change the date and/or time of the board meetings. Action Taken:** It was moved by Treasurer Norman, seconded by Member Sizemore, to change the starting time to 5 PM.
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 January 9, 2014.

10. ADJOURNMENT 6:19 PM

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.

December 2, 2013

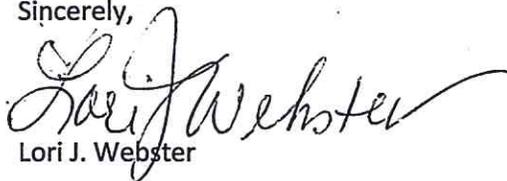
Susan Starr
Clerk of the Fire Board
Houston Mesa Fire District
8119 W. Mescalero Rod
Payson, AZ. 85541

Re: Resignation

Dear Susan:

This letter is to inform you that I am resigning my position as Chairwoman of the Fire Board for the Houston Mesa Fire District effective immediately. It has been my pleasure to serve my community and the Fire district.

Sincerely,



Lori J. Webster

CC: Randy Norman
Dick Sizemore
Jeanne Schoonover

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**BOARD MEETING MINUTES
January 9, 2014**

1. **CALL TO ORDER** at 5:00 PM at El Caballo Community Club, Payson, AZ 85541.
2. **ROLL CALL OF BOARD MEMBERS AND ATTENDEES**
 Board members present: Clerk Starr, Member Schoonover, Member Sizemore, Treasurer Norman.
 Board members absent: None
 Attendees: Chief Essary, Assistant Treasurer John Webster, Minnie Norman, Dana Lindsey.
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF MINUTES**
 - a. Regular Board Meeting Minutes –December 12, 2013
Action taken: It was moved by Member Sizemore, seconded by Member Schoonover, 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 Member Sizemore seconded by Member Schoonover, to accept the Treasurer’s Report. Ayes: 4 Nays: 0 Motion Passed.
6. **OLD BUSINESS**
 - a. **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 because no update was available. Ayes: 4 Nays: 0 Motion Passed.
 - b. **Update from the committee for merger/consolidation or shared services with other districts.**
 Chief Essary gave an update from the Merger/Consolidation committee.
7. **NEW BUSINESS**
 - a. **Discussion and possible action to swear in John Webster as an interim HMFD board member.**
Action taken: It was moved by Member Sizemore, seconded by Member Schoonover, to accept John Webster as an interim HMFD Board member. Ayes: 4 Nays:0 Motion Passed.
 Clerk Starr administered the Oath of Office swearing in John.
 - b. **Election of Board Officers. Per HMFD Board Bylaws, election of board officers is required when a Board vacancy occurs.** **Action taken:** It was moved by Member Sizemore , seconded by Member Schoonover , to appoint Randy Norman to Chairperson. Ayes:5 Nays:0 Motion Passed.
 It was moved by Treasurer Norman, seconded by Member Sizemore, to appoint John Webster as Treasurer.
 Ayes: 5 Nays: 0 Motion Passed.
 It was moved by Treasurer Norman, seconded by Member Sizemore, to appoint Susan Starr as Secretary.
 Ayes: 5 Nays: 0 Motion Passed.

- c. **Discussion and possible action to approve the Board meeting dates for 2014; Second Thursday of each month: January 9, February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13 and December 11 all starting at 5 pm. Action taken:** It was moved by Member Schoonover, seconded by Member Sizemore, to approve the Board meeting dates for 2014; Second Thursday of each month: January 9, February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13 and December 11 all starting at 5 pm. Ayes: 4 Nays: 0 Motion Passed
- d. **Discussion and possible action to approve the monthly posting of the Board's agenda at the Fire Station. Action taken:** It was moved by Treasurer Norman, seconded by Member Sizemore, to approve the monthly posting of the Board's agenda at the Fire Station. 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 February 13, 2014.

10. ADJOURNMENT 6:10 PM

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.

Arizona State Legislature

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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.