

**CHINO VALLEY
BOARD OF DIRECTORS
POLICY MANUAL**



FIRE/MEDICAL



CHINO VALLEY FIRE DISTRICT BOARD POLICY MANUAL

SECTION 100 - INTRODUCTION

POLICY 100 – PURPOSE
POLICY 101 – SCOPE AND APPLICATION
POLICY 102 – PREPARATION OF POLICIES

SECTION 200 - ORGANIZATION

POLICY 200 – FIRE DISTRICT HISTORY
POLICY 201 – MISSION STATEMENT
POLICY 202 – AMERICANS WITH DISABILITIES ACT

SECTION 300 – BOARD MEMBER RESPONSIBILITIES

POLICY 300 – BOARD MEMBER QUALIFICATIONS
POLICY 301 – BOARD MEMBER RESPONSIBILITIES
POLICY 302 – CODE OF ETHICS
POLICY 303 – CONFLICT OF INTEREST
POLICY 304 – BOARD OFFICER DUTIES
POLICY 305 – BOARD APPOINTMENTS
POLICY 306 – FILLING BOARD VACANCIES
POLICY 307 – BOARD MEMBER EXPENSES AND REIMBURSEMENT
POLICY 308 – DISTRICT ELECTIONS
POLICY 309 – ORDINANCES AND RESOLUTIONS
POLICY 310 – FIRE CHIEF PERFORMANCE APPRAISAL

SECTION 400 – BOARD MEETINGS

POLICY 400 – MEETING AGENDAS
POLICY 401 – MEETING MINUTES
POLICY 402 – MEETING NOTICES
POLICY 403 – EXECUTIVE SESSIONS
POLICY 404 – PARLIAMENTARY PROCEDURE
POLICY 405 – PUBLIC PARTICIPATION
POLICY 406 – NONDISCRIMINATION AND PUBLIC ACCESS
POLICY 407 – PUBLIC MEETINGS



CHINO VALLEY FIRE DISTRICT BOARD POLICY MANUAL

SECTION 500 – FINANCIAL MANAGEMENT

- POLICY 500 – COMPLIANCE WITH STATE BUDGET LAWS
- POLICY 501 – FUNDS AND FINANCIAL POLICIES
- POLICY 502 – DISTRICT AUDITS
- POLICY 503 – OBTAINING PUBLIC RECORDS
- POLICY 504 – ANNUAL BUDGET AND FINANCIAL POLICIES
- POLICY 505 – INVESTMENT POLICY

SECTION 600 – ADMINISTRATIVE SERVICES

- POLICY 600 – AGREEMENTS AND IGAs
- POLICY 601 – STRATEGIC AND LONG-RANGE PLANNING
- POLICY 602 – AGENT OF RECORD SELECTION PROCESS
- POLICY 603 – ANNEXATION, MERGER, AND CONSOLIDATION
- POLICY 604 – LEGAL COUNSEL

SECTION 700 – EMERGENCY OPERATIONS

- POLICY 700 – AUTOMATIC, MUTUAL, AND STATEWIDE MUTUAL AID

100 PURPOSE

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

A policy is a declared intent or objective that is used as a basis for district governance, decision-making and action. Policies provide direction for the entire organization not only for the Board of Directors. Formulation of policy is not an individual responsibility. It is the responsibility of the Board as a legal entity. The authority and areas of responsibility are generally defined in state law. Policies are generally written to address issues of mission, scope and scale of service, and legal duty.

It is often said that the Board makes policy and the staff of the organization administers the policy. While this is true in one sense, effective boards recognize that the need for policy determination often originates with the staff. The general scenario is that the staff identifies a problem, the Board considers the problem and the relative information, the Board makes a decision, and policy is adopted.

Once a policy is adopted it is the responsibility of the staff to administer it. The Board must remain interested in how it is working and whether or not it is accomplishing the intended results. If not, the policy should be revised. This process implies a teamwork approach of reporting, reviewing, and revision between the Board and the staff. The following definitions shall apply to these Board policies:

- **Board** shall refer to the governing body of the Chino Valley Fire District.
- **District** shall refer to the Chino Valley Fire District.
- **Staff** shall refer to the executive management team consisting of the Fire Chief and the Assistant Chiefs of Operations, Administration, and Planning & Logistics.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to develop and maintain a Board Policy Manual that provides direction for the administration of the District.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-805 Fire district; powers and duties; definition

CAFMA Policy Manual 120 Purpose and Scope of Policy Manual

101 SCOPE AND APPLICATION

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

This Manual is intended to serve as the primary resource for all matters relative to District policy. It is prepared, reviewed, and approved by the Board of Directors to assist individual members in the conduct of their responsibilities as elected public officials.

No policy manual can anticipate the full range of topics and situations that may arise. As new issues arise new policy is established and/or existing policy modified. While these policies are intended to provide clear and consistent direction, the Board may, at their discretion, deviate from these policies if the current policy is found to be inappropriate. In such cases the decision should be documented and a determination made if the current policy requires modification.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to recognize this Manual as a reference source for District policy and that in order to remain a useful reference source it must be constantly reviewed and updated to reflect changes in service delivery needs, laws and regulations, and District operations.

It shall further be the policy of the Board to authorize the Fire Chief to interpret and apply these policies within their written and stated intent, and to deviate from these policies in an emergency or to avoid a hardship for the District. It is the responsibility of the Fire Chief to seek clarification of any policy issues directly with the Board.

CROSS REFERENCES

<i>Board Policy Manual</i>	100 Purpose 102 Preparation of Policies
<i>CAFMA Policy Manual</i>	120 Purpose and Scope of Policy Manual

102 PREPARATION OF POLICIES

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The purpose of this policy is to provide guidelines for the formatting, approval, and distribution of Board Policy Manual policies. The intent is to establish a consistent format to simplify reader usability.

The main sections of this manual are:

1. Introduction
2. Organization
3. Board Member Responsibilities
4. Board Meetings
5. Financial Management
6. Administrative Services
7. Emergency Operations

The general layout of policies may vary depending on the nature of the material included. Generally, Board policies will contain the following main sections:

Relative Information: Provides background information necessary for a clear understanding of reason for the policy.

Policy Statement: A policy as adopted by the Board of Directors.

Cross References: Other sources containing related information.

All new or revised policies are subject to review, approval, or modification by the Board of Directors. Following approval by the Board, the Fire Chief will forward the draft to the Administration Office for final formatting and distribution.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District that the Board approves all new and/or revised policies.

CROSS REFERENCES

Board Policy Manual 100 Purpose

200 FIRE DISTRICT HISTORY

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The official history of the District is as follows:

The Chino Valley Fire District was established in the early 1960s as a Volunteer Fire Department by a group of 33 community-oriented citizens. On September 28th, 1961, a community meeting was held during which a Board of Directors and Fire Chief were elected. Gomer Stalhut served as Fire Chief from 1961 through April of 1963. Equipment was donated, as well as purchased, using funds acquired from potluck dinners, community dances, and personal donations. The first fire engine, a 1942 GMC Jimmy with a water tank and small farm pump, was purchased for \$1,545.00 in April of 1962. This engine allowed the volunteer firefighters to respond to fires in homes, barns, and wildland in Chino Valley. The dispatch system consisted of a phone tree and an old air raid siren acquired from the Civil Defense Corps.

The department became an official taxing district prior to 1963. Around the same time, a fire station was built to house the engine on donated land at 238 North Highway 89 (Station 64). Prior to that, the engine was stationed in a private quonset hut-style barn at 1203 North Highway 89. In 1964, a new modern fire engine was purchased and housed at the same location (Station 64). The new engine was a 1963 Boardman with a two-stage fire pump on a Ford chassis. In the early 1970s, a Ford F250 brush truck was purchased as an auxiliary engine to assist crews when responding to grass fires on the Big Chino prairie.

As the population and needs of the community changed, so did the level of service provided by local volunteers. In the late 1970s, Molly Walters, a volunteer firefighter and an Emergency Medical Technician (EMT), worked with Fire Chief Jim Edwardson to develop a basic Emergency Medical Response Team.

During the 1980s the department realized the need for further water storage, as well as expansion of services and personnel. A used 4000-gallon Diamond Rio water truck with a small industrial pump was acquired by the District and a large bay was built to house it at 1133 West Road 3 North. That bay is the general apparatus bay at the current Station 61. Due to the expanded need for a 24-hour response, the District Board hired the first career firefighters, Captain John Ginn, Captain Mark Ducote, Captain Larry Adams, and Firefighter Jack Miller on July 1, 1987. The firefighters slept on surplus military cots in the apparatus bay until a crew quarters expansion was completed the next year. A new E-One fire engine with modern medical equipment was purchased to update the fleet, and the 1964 Boardman was moved to a reserve position.

In the 1990s, the greater Chino / Paulden area saw a dramatic increase in population. The increase in call volume, residential structures, and an influx of light-to-medium industrial complexes required an increase in career staffing and training. During this time, the Fire District increased the level of patient care they provided by adding the first

200 FIRE DISTRICT HISTORY

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Certified Emergency Paramedic. The Advanced Cardiac Life Support role became the minimum standard for all CVFD engine companies. CVFD's involvement in out-of-district Wildland response contracts with the State of Arizona also became a supplemental source of revenue for the District.

In 1998 Chief Ray Skipper, the first career fire chief in Chino Valley, worked with the Board of Directors to complete construction on Fire Station 63 at Sweet Valley Road and North Highway 89 in Paulden. Station 63 allowed the District to provide better rapid response times and a higher level of service to the citizens of Paulden. The rolling green pastures and the distance from Station 61 inspired the station's nickname, "The Land of OZ". The new engine, a 1998 Central States Tail Pump Freightliner, became the pride of Paulden until its retirement.

In 2003, a Fire District bond was approved by the citizens to fund overdue capital improvements, including construction of a new station at the south-end of town, a headquarters building, a reserve apparatus bay with an adjacent light maintenance facility, and replacement of aged apparatus. Under the direction of Fire Chief Chuck Tandy, and with the acquisition of early bond funds, the Fire Station 62 project was started. The project required the temporary re-opening of Station 64 just north of Center Street. When Station 62 was completed in 2006, the new crews were relocated to their new quarters, and Station 64 was repurposed as a storage facility.

In 2005, Engineer Bryan Dalton began to lay the groundwork for an interagency Technical Rescue Team. With commitment from neighboring agencies and thousands of hours of training, the TRT program hit the ground running.

In 2013, Fire Chief Scott Freitag was hired to lead CVFD. In early June of 2014, the Boards of the Chino Valley Fire District and Central Yavapai Fire District signed a Joint Management Agreement (JMA) assigning the Fire Chief of Chino Valley, Scott Freitag, as the Fire Chief for both agencies. The agreement also allowed for all administrative services above Battalion Chief to be shared between the two. While the JMA worked well and provided some level of financial savings, Staff felt additional efficiencies and fiscal savings could be realized.

After evaluating the options for combining Fire Districts within the State of Arizona [i.e. merger, consolidation, or Joint Power Authority (JPA)], the parties decided to seek a JPA agreement. The Staff and Boards worked for 18 months researching and developing a plan for the new Fire Authority.

On October 15, 2015 the Boards officially signed an agreement creating the Central Arizona Fire and Medical Authority (CAFMA) – the first Fire Authority in the State of Arizona. CAFMA's first official day of operation was on July 1, 2016.

200 FIRE DISTRICT HISTORY

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Fire Chiefs of Chino Valley Fire District

Vol. Fire Chief Gomer Stalhut	1961 - 1963
Vol. Fire Chief Eugene Ginn	1963 - 1967
Vol. Fire Chief Chuck Vaughn	1968 - 1969
Vol. Fire Chief Kenneth Cooper	1970 - 1971
Vol. Fire Chief Harry Bland	1971 - 1974
Vol. Fire Chief Jim Edwardson	1974 - 1987
Vol. Fire Chief John Ginn	1987 - 1990
Fire Chief Ray Skipper	1990 - 2000
Fire Chief Chuck Tandy	2000 - 2006
Fire Chief John Ginn	2006 - 2013
Fire Chief Scott Freitag	2013 – Present CAFMA Fire Chief

POLICY STATEMENT

This policy will be updated by the Fire Chief as necessary to document significant events in the history of the District.

CROSS REFERENCES

Yavapai County Board of Supervisor's Resolution of March 11, 1965

201 MISSION STATEMENT

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

A mission statement is a broad general expression of why an organization exists. The strategic goals, organizational objectives, and action plans implemented by the District should be designed to accomplish this desired outcome.

An effective mission statement should be no longer than one sentence, easily remembered, and clearly stated. It should serve as a guide for the members of the organization and a statement of organizational purpose for the public.

POLICY STATEMENT

The mission statement as adopted by the Board of Directors of Chino Valley Fire District is:

As the taxing authority for the Central Arizona Fire and Medical Authority (CAFMA) we are dedicated to providing the highest level of service in the prevention and mitigation of emergency incidents in a growing community and treating our citizens and employees in a fair and considerate manner while remaining financially responsible.

CROSS REFERENCES

CAFMA Policy Manual 100 Mission Vision and Values

202 AMERICANS WITH DISABILITIES ACT

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The Americans with Disabilities Act (ADA) was enacted in 1990. The purpose of the ADA is to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities, to dispel stereotypes and assumptions about disabilities, and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for disabled persons.

As a result of the ADA, local governments must make programs, services, facilities, and activities equally available to disabled individuals as defined by the ADA. Facilities must be made accessible to the disabled. Employers must provide equal employment opportunities for qualified individuals with disabilities provided they can perform the essential functions of the job. Employers are required to make "reasonable accommodations" for the known physical and mental limitations of qualified disabled applicants and employees and for public access to services and facilities.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to adhere to all applicable laws, regulations, and guidelines of the ADA related to employment, facilities, access, and the delivery of services and programs.

CROSS REFERENCES

CAFMA Policy Manual 180 Americans with Disabilities Act (ADA)

Civil Rights Act

300 BOARD MEMBER QUALIFICATIONS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Arizona Revised Statutes §48-802(D)(2) states, "Candidates must be, and during incumbency must remain, qualified electors of the Fire District and... must be a resident of the district for at least one year immediately preceding the date of the election."

The Board shall consist of five (5) members serving four-year, staggered terms. Board members shall be a resident of the District who is a qualified elector at least 18 years of age. The election of the Board members shall be conducted as provided by Arizona Revised Statutes. All Fire District Board members are elected at-large, unless the Fire District divides into precincts.

These statutory requirements should be viewed as minimum qualifications for service on the Board of Directors. Board members should also ensure they have sufficient time and commitment to perform the duties of a Board as described in state law and necessary for the orderly governance of the District.

Pursuant to Arizona Revised Statute (A.R.S. §38-291) a vacancy shall occur if any member ceases to discharge the duty of his/her office for the following reasons:

1. The death of the incumbent.
2. Insanity of the incumbent when judicially determined.
3. Resignation and the lawful acceptance of the resignation of the incumbent.
4. Removal from office of the incumbent.
5. If the office is elective and the incumbent ceases to be a resident of the District.
6. Absence from the state by the incumbent without the permission of the legislature beyond the period of three (3) consecutive months.
7. The incumbent ceasing to discharge the duties of office for the period of three (3) consecutive months.
8. A conviction of the incumbent of a felony or an offense involving a violation of his/her official duties.
9. Failure of the person elected to file his/her required oath within the time prescribed by law.
10. The decision of a competent tribunal declaring void the election or appointment of the person elected or appointed to the office.
11. Failure of a person to be elected or appointed to the office.

300 BOARD MEMBER QUALIFICATIONS

Created: 03/27/2023

Revised:

Reviewed:



POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District that all Board members continuously meet the requirements of A.R.S. §48-801, etc.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §16-101 Qualifications of registrant; definition
A.R.S. §38-291 Vacancy defined
A.R.S. §48-802 Election procedures; qualifications
A.R.S. §48-803 District administered by a district board

Board Policy Manual 301 Board Member Responsibilities
304 Board Officer Duties

301 BOARD MEMBER RESPONSIBILITIES

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Arizona Revised Statutes §48-805 addresses the duties, power, and authority of fire districts.

The key responsibility of the Chino Valley Fire District Board is to make budgeting decisions. To do so effectively, each Board Member should familiarize themselves with the CAFMA budget and CAFMA Board Policy Manual, as well as the CAFMA Policy Manual.

The law requires that all decisions be made as a quorum. The Board is the governing authority within the District. Apart from his/her normal function as a part of this governing body, a Board member has no individual authority. As individuals, Board members may not commit the District to any policy, act, or expenditure, unless directed to do so by the governing board, as a whole.

In order to function effectively as a member of a board, each Board member should:

1. Become familiar with the Arizona Revised Statutes, Arizona Administrative Rules and other regulations, and Attorney General Opinions related to the routine and emergency activities of the District.
2. Subordinate their personal interests for the good of the overall Board and public interest.
3. Support Board decisions and actions.
4. Suspend judgment until sufficient information is available to make informed and supportable decisions.
5. Recognize the difference between policy issues that should be addressed by the Board and administrative and operational issues that should be addressed by the District's Administrative Staff.
6. Understand the need for teamwork with other board members and administrative staff personnel.
7. Accept responsibility for total board operation. While board officers are elected, all board members should prepare to function in any elected board officer position, including appointment to the CAFMA board.

301 BOARD MEMBER RESPONSIBILITIES

Created: 03/27/2023

Revised:

Reviewed:



8. Commit sufficient time to prepare for each meeting by reading all materials provided and spending any additional time which may be necessary to develop an understanding of the issues to be considered.
9. Be open to effectively deal with all forms of public input regardless of the form in which it is delivered.
10. Deal effectively with controversy, differences of opinion, and criticism in a manner that neither the board nor individual board member becomes the center of acrimony.
11. Ensure accurate accounting and financial records are maintained by the District. Review the District's financial audit.
12. Conduct all business with the highest moral and ethical standards and in accordance with Arizona law.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District that an orientation session will be provided for each new Board member and each Board member will be briefed on what the expectations are in terms of responsibility and decorum.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-805 Fire district; powers and duties; definition

Board Policy Manual 302 Code of Ethics
303 Conflict of Interest
304 Board Officer Duties

302 CODE OF ETHICS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The term 'Ethics' in its broadest form refers to a set of moral principles. Not every individual within an organization has the same perception of ethical conduct. People base their decisions on experience, personal values, and learned behavior. A *Code of Ethics*, as used in this policy, refers to the general rules of conduct the Board recognizes in respect to governance of the District. This Code of Ethics is intended to serve as a guide that everyone can follow.

The Board is committed to excellence in leadership and decision-making that results in the highest quality of service to its residents and taxpayers.

It is the Board of Director's intent to review and re-adopt this policy annually or as needed:

1. The Board will follow all regulations and laws related to the conduct of District business. It will also honor its own adopted policies and procedures. Knowing the law is the starting point of effective governance.
2. The Board recognizes the dignity, values, and opinions of one another, staff members, employees, and the general public. It will encourage responsiveness and effective participation in all its communications.
3. The Board recognizes its primary responsibility is the formulation and evaluation of policy to administer District business under the direction of the Board.
4. The Board recognizes that operational matters of the District are the responsibility of the Fire Chief and Senior Staff of the District.
5. The Board commits itself to conduct all meetings in accordance with the Arizona Public Open Meeting laws. It recognizes that all District business shall be conducted in public with the exception of specific topics that meet the criteria for Executive Session.
6. The Board will focus on issues and seek solutions that are in the best interest of the public and avoid issues of personality and/or special interest.
7. The Board, both as a body and as a group of individual members, will support decisions made by the Board. Individual members may disagree with a certain decision but should support the position as the considered opinion of the Board. This position is not intended to restrict further consideration based on additional information but to provide for the effective continuation of District business.
8. The Board will work directly with the Fire Chief and the professional staff to obtain information and/or an enhanced understanding to improve effective decision-making.

302 CODE OF ETHICS

Created: 03/27/2023

Revised:

Reviewed:



9. The Board should direct any complaint and/or issue directly to the Fire Chief. It is the responsibility of the Fire Chief and the Senior Staff of the District to resolve the issues as may be necessary.
10. The Board, to the greatest extent possible, will forward agenda items and accompanying documents for inclusion in a Board meeting to either the Board Chairperson or the Fire Chief at least three (3) business days prior to BoardPaq packet delivery (unless deemed a true emergency). The goal is to provide public notification of the issue and to allow time for the Staff and other Board members to research and consider the topic.
11. The Board recognizes that it operates as a single unit and that Board member authority exists as a member of the whole.
12. The Board acknowledges that policy decisions require Board action. When an individual Board member receives a policy-related question, the response must be based on established law, policy, or practice. The question may be brought to the full Board for further consideration. When such questions arise, the topic should be forwarded to the Board Chairperson and/or Fire Chief for inclusion in a Fire Board meeting agenda and Board packet.
13. The Board recognizes the value of long-term planning and interaction with other agencies and will constantly maintain a focus on the long-term stability of the District and service to its residents and taxpayers.
14. The Board will be courteous and responsive to citizen requests and will generally direct their concerns and interest to the Senior Staff as necessary.
15. The Board as a body, and as a group of individuals, acknowledges that information and study foster good decision-making and will commit the necessary effort to develop a working understanding of all issues that come before the Board.
16. The Board acknowledges that conflict could arise between members and will seek effective remedies that are in the best interest of the Board and the District.
17. The Board will seek legal counsel as may be necessary and will be guided by the recommendations provided.
18. The Board acknowledges that conflicts of interest may occasionally arise and that each Board member is responsible to declare such actual or potential conflicts as specified in state law, and shall refrain from voting upon or otherwise participating in any manner in an item constituting a conflict of interest, as more fully set forth in A.R.S. §38-502 and §38-503.

302 CODE OF ETHICS

Created: 03/27/2023

Revised:

Reviewed:



POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to review and adopt the Code of Ethics contained in this policy annually or as needed.

CROSS REFERENCES

<i>Arizona Revised Statutes</i>	A.R.S. §38-502 Definitions A.R.S. §38-503 Conflict of interest; exemptions; employment prohibition
<i>Board Policy Manual</i>	303 Conflict of Interest

303 CONFLICT OF INTEREST

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The state laws related to conflicts of interest were established in 1968. They are included in A.R.S. §38-502 and §38-503.

Public officers must disclose any potential or actual conflict of interest and exclude themselves from participation in those matters. A **substantial interest** may arise when a public official takes official action that **would** financially impact the official, a relative, or an associated business. A **remote interest** arises when a public official's financial interest is so far removed from the issue at hand that it is not likely to effect the official's action. However, those items constituting a "remote interest" are few, and are limited to those items defined by statute:

1. That of a non-salaried officer of a nonprofit corporation;
2. That of a landlord or tenant of the contracting party;
3. That of an attorney of the contracting party;
4. That of a member of a nonprofit cooperative marketing association;
5. The ownership of less than three percent of the shares of a corporation for profit, provided the total annual income from dividends, including the value of stock dividends, from the corporation does not exceed five percent of the total annual income of such officer or employee and any other payments made to him by the corporation do not exceed five percent of his total annual income;
6. That of a public officer or employee in being reimbursed for his actual and necessary expenses incurred in the performance of official duty;
7. That of a recipient of public services generally provided by the incorporated city or town, political subdivision or state department, commission, agency, body, or board of which he is a public officer or employee, on the same terms and conditions as if he were not an officer or employee;
8. That of a public school board member when the relative involved is not a dependent, as defined in section 41-1101, or a spouse;
9. That of a public officer or employee, or that of a relative of a public officer or employee, unless the contract or decision involved would confer a direct economic benefit or detriment upon the officer, employee or his relative, of any of the following:
 - i) Another political subdivision;
 - ii) A public agency of another political subdivision;
 - iii) A public agency except if it is the same governmental entity;

303 CONFLICT OF INTEREST

Created: 03/27/2023

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Reviewed:



10. That of a member of a trade, business, occupation, profession, or class of persons consisting of at least ten members which is no greater than the interest of the other members of that trade, business, occupation, profession, or class of persons.

In addition, no Board member or employee of the District is permitted to supply to the District any equipment, materials, supplies, or services unless pursuant to an award or contract let after public competitive bid; provided, however, the District, without using public competitive bid procedures, may purchase supplies, materials, and equipment not exceeding \$300.00 in cost in any single transaction, not to exceed a total of \$1,000.00 annually, from a member of the governing body of the District if the policy for such purchases is approved annually.

The law requires Board members to submit a written Conflict of Interest Disclosure concerning any substantial conflicts of interest. In addition, the District Governing Board believes it important to disclose those matters which might give rise to an appearance of impropriety, even if not a formal conflict.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District that each Board member submits a Conflict of Interest Disclosure addressing any known or anticipated conflicts of interest that may exist.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §38-502 Definitions
A.R.S. §38-503 Conflict of interest; exemptions; employment prohibition

CAFMA Policy Manual 600 Personnel Management - Conduct

304 BOARD OFFICER DUTIES

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

All Board members are eligible for election and should view the election to office as a routine and expected responsibility of Board membership. Arizona Revised Statutes require each Board to elect a Chairperson and a Clerk. While the term of office is one (1) year, there is no limitation on the number of sequential terms an individual may serve.

Board officers are generally elected during the month of December, depending on ranges of Board terms; officers begin their term in January of the following year. Each elected officer takes office immediately and serves until the first Board meeting of the following year, or until a successor is elected.

The duties of the Chairperson include:

1. Presiding at meetings of the Board of Directors. The Chairperson shall perform all of the duties prescribed by the Arizona Revised Statutes. The Chairperson is responsible for ensuring that that business of the public meetings is transacted in the proper order and is reasonably expedited observing appropriate procedure and decorum.
2. Consulting with the Fire Chief regarding the preparation of each Board meeting agenda.
3. Participating, along with other Board members, with all the rights of a member to discuss issues, make motions, nominate candidates, and to vote.
4. Calling Special Meetings (study sessions, executive sessions, and/or additional regular sessions) of the Board as described by the Arizona Open Meeting Law.
5. Signing official District documents on behalf of the Board when authorized by the Board.
6. Making appointments as may be required by law and/or for the orderly representation of the Board.

The duties of the Clerk include:

1. Serving as Chairperson in the absence of the Chairperson with all the powers and duties as described above. The Clerk shall have such other powers and duties as a majority of the Board may determine.
2. Serving on such committees and/or as representative as appointed by the Board Chairperson.
3. Ensuring accurate minutes of each Board meeting are taken, transcribed, and distributed. Ensuring official minutes are properly authenticated and maintained

304 BOARD OFFICER DUTIES

Created: 03/27/2023

Revised:

Reviewed:



in chronological order. These duties are delegated to staff members under the supervision of the Clerk.

Signing on behalf of the District such documents that require two (2) signatures or as requested by the Chairperson.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District that election to Board office is an accepted obligation of Board membership and that the Board may annually elect a Chairperson and a Clerk as required by state law.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-805 Fire district; powers and duties; definition
A.R.S. §48-803(E) District administered by a district board

Board Policy Manual 301 Board Member Responsibilities
306 Filling Board Vacancies

305 BOARD APPOINTMENTS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The appointment of committees and/or representatives is a routine function of a board. Ordinarily, the Board Chairperson will make the appointments with the concurrence of the full Board. The appointees may be Board, Staff, and/or citizen appointments, depending on the position.

Appointments are made in order to study specific issues (Budget Committee, Bond Committee, etc.), or to represent the District in associations or other interagency activities (e.g. the Arizona Fire District Association).

The particular authority and duties of all appointees, whether a Board or Staff member, or citizen, are either specified by statutory requirements or will be set by the Board Chairperson at the time of appointment.

Board appointments may be ad hoc or ongoing. Current ongoing appointments include the following:

1. Arizona Fire District Association – One (1) Board or Staff member at the Chairperson's discretion.

While the committees required by state law may have some specific selection criteria, the Board generally has broad discretionary authority in the process.

The following process is generally used when making citizen appointments to committees:

1. Advertise the vacancy to identify qualified applicants.
2. Review applicants for qualifications.
3. Interview qualified applicants as may be necessary.
4. Make selection and appointment in a manner selected by the Board.
5. Conduct orientation and/or training as may be necessary.

An appointment of a Board or Staff member to represent the Fire District or the Board should be based on discussion of who is the best qualified and has the time to commit. The Board Chairperson has the responsibility to make the final appointment.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to make Board appointments to various committees and commissions in accordance with the provisions of this policy.

305 BOARD APPOINTMENTS

Created: 03/27/2023

Revised:

Reviewed:



CROSS REFERENCES

<i>Arizona Revised Statutes</i>	A.R.S. §9-981 Authority to purchase alternative pension and benefit plan A.R.S. §38-847 Local boards A.R.S. §48-805(B)(5) Fire code adoption
<i>Board Policy Manual</i>	301 Board Member Responsibilities 304 Board Officer Duties 306 Filling Board Vacancies
<i>International Fire Code</i>	Appendix A, Section A101 Board of Appeals (as amended)

306 FILLING BOARD VACANCIES

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

When vacancies in Board positions occur mid-term, state law charges a quorum of the Board of Directors with the responsibility of filling the position.

The person appointed to fill the vacated position will complete the unexpired term of the Board member whose position was vacated. Upon completion of this term, a successor will be elected in accordance with Arizona Revised Statutes.

The law does not give specific direction on the process that should be used by a board to fill a vacancy.

Notification Process: Upon receipt of a board member's resignation, or notification that a board member has been removed for cause, staff will:

1. Send notification of the resignation to the Fire Chief, Assistant Chief of Administration, all board members, and legal counsel for the District.
2. Post a vacancy announcement on the Agency website and appropriate social media platforms, accepting applications for a 2-week period.
 - a. If at least 2 qualified applications are not received by the end of the original posting period, the posting period can be extended for up to an additional 4-weeks.
 - b. If at the end of 6-weeks, no viable candidates have applied, a special meeting will be called to discuss other advertisement options.
3. Create an agenda item at the next regular board meeting, or schedule a special board meeting, to interview candidates.

Selection Process: The Board may select the process it determines is in the best interest of the District to identify and screen applicants, and make appointments. The following process is generally followed:

1. Screen applications as may be necessary;
2. Interview most qualified applicants;
3. Select most qualified applicant. Selection may be by Board consent or through an election process. The vote may be based on simple majority or a score based on a total of the applicant ranking of each Board member.
4. Officially appoint the successful candidate. The newly appointed Board member will execute the Oath of Office.

Selection Considerations: In general the Board should give consideration to, but not be limited to, the following qualifications:

306 FILLING BOARD VACANCIES

Created: 03/27/2023

Revised:

Reviewed:



1. Past local government experience.
2. Understanding of Arizona Open Meeting and Public Records laws.
3. Prior budget committee experience, especially with the District.
4. Prior Board of Director experience with other special taxing districts.
5. Background and understanding of Fire and Life Safety and Emergency Medical Services.
6. Availability of time and willingness to participate.
7. Decision-making and group consensus skills.
8. Length of residency in Yavapai County.
9. Absence of known conflicts of interest.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District that Board vacancies be filled as specified in state law and in accordance with the general guidelines described in this policy.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §38-101 Definitions
A.R.S. §48-803(B) District administered by a district board

Board Policy Manual 308 District Elections

307 BOARD MEMBER EXPENSES AND REIMBURSEMENT

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

State law does not allow for compensation for board member services, but does permit reimbursement for actual out-of-pocket expenses.

From time to time Board members participate in activities that require direct out-of-pocket expenses. Two of the most common activities in which this may occur include:

1. Travel, meals, and lodging to attend training seminars, workshops, conferences, or other educational events.
2. Representing the District as a member of another board, association, or committee.

The District's Administrative Staff normally arranges registration, lodging, and transportation for training events. The District normally pays these expenses in full. Any additional expenses for spouses, guests, or entertainment are the responsibility of the attending member and are not reimbursable by the District. Meal or travel allowances are not permitted but actual expenses can be reimbursed.

The District may provide a vehicle and fuel credit card for transportation to out-of-area events. If a District vehicle cannot be provided, the driver will be reimbursed for the use of a private vehicle for mileage to and from the event at the General Services Administration (GSA) mileage rate.

District insurance provides a deductible offset when private vehicles are used for District business. The vehicle owner's insurance is the primary coverage.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to pay or reimburse Board members' authorized expenses as described in this policy and that general services as an elected Board member will be performed without compensation.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-803(C) Board member compensation

308 DISTRICT ELECTIONS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The County Elections Director has complete responsibility for the conduct and administration of all District elections. State law establishes election dates, filing deadlines, and requirements. It is the responsibility of the District to ensure that all District elections comply with these standards.

There are a variety of reasons why a District election may be required that may include, but are not limited to,

1. District name change
2. Board of Director election
3. Board of Director recall
4. Fire Code adoption
5. Fire District merger
6. Reorganization of the District into a three (3) or five (5) person Governing Board
7. Sub-districts
8. Bond election

Procedural requirements are specified for each different type of election and are outlined in the District Elections Manual available from the County Clerk. The cost of an election is established by the County Elections Director, based on the number of registered voters, ballot measures, candidate races, and agencies involved in the election. Each agency is billed for its portion accordingly. These costs should be anticipated and included in the District budget.

Immediately following each election in which the District has a ballot measure and/or candidate race on the ballot, the District will receive an election abstract from the County Elections Director detailing the results of the election for each precinct. The Board must review and certify the results back to the County Clerk who will then issue a Certificate of Election finalizing the results.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to evaluate and plan for the budget and filings for District elections consistent with the continued operation of the District and to certify election abstracts in a timely manner.

308 DISTRICT ELECTIONS

Created: 03/27/2023

Revised:

Reviewed:



CROSS REFERENCES

Arizona Revised Statutes A.R.S. §16-101 Qualifications of registrant
A.R.S. §48-802 Election procedures; qualifications
A.R.S. §48-803 Districts administered by a district board

309 ORDINANCES AND RESOLUTIONS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The general form for taking action on business items involves the passing of motions. In certain situations the Board may find the need to adopt a resolution.

Certain ordinances may be approved by resolution. An ordinance is an authoritative rule or law adopted by the Board in conjunction with State Law. As an example, the District has the authority to adopt, by resolution, ordinances related to the adoption of a fire code. Resolutions are required for the collection of fees, formation of certain boards, and requirements for insurance. Arizona Law provides procedures that must be followed in the advertisement and adoption of ordinances. Ordinances stay in effect until repealed.

A resolution is a formal motion that expresses formal opinion. Resolutions are adopted in the same manner as all main motions. Resolutions are generally used when required by law or when the proposal is lengthy and/or highly important. Resolutions are usually prefaced with *whereas* statements that state the reasons for the resolution. Resolutions remain in force until rescinded or for the length of time specified in the resolution.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to utilize ordinances and resolutions in accordance with their intended purpose and to ensure they are adopted as required by law.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-805(B) Fire code adoption
A.R.S. §48-802 Election procedures
A.R.S. §48-803 Districts administrated by a district board

Board Policy Manual 404 Parliamentary Procedure

310 FIRE CHIEF PERFORMANCE APPRAISAL

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The employment and performance appraisal of the Fire Chief is one of the key functions of the Board of Directors. The Fire Chief is the Chief Executive Officer of the Agency and is charged with the responsibility of administering the affairs of the Agency and carrying out the directives of the Board of Directors.

The purpose of the performance appraisal process is to:

1. Identify the strengths and weaknesses of job performance.
2. Provide feedback concerning job performance.
3. Improve communication between the Fire Chief and the Board of Directors.
4. Provide a basis for counseling and assistance to improve and/or direct future job performance.

State law allows the Fire Chief's performance appraisal to be conducted in executive session if the Fire Chief does not request that the appraisal be conducted in public session.

Performance appraisals will be conducted in the same manner and frequency as prescribed in the CAFMA Policy Manual. The Board may elect to conduct additional performance appraisals during the year at its discretion.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to participate in the performance appraisals of the Fire Chief in accordance with CAFMA policies and that the criteria used for the appraisal will include the following items:

1. Ability to cooperate with the Board, Staff, community citizens and leaders, peer organizations, and neighboring cities, districts, and the County.
2. Ability to communicate effectively orally and in writing.
3. Ability to effectively lead District employees.
4. Exemplary work habits.
5. Full and efficient use of District services.
6. Management skills necessary to maximize services and minimize the cost to taxpayers.
7. Successful progress as measured against the Agency's Strategic Plan, including any additional specific objectives as set forth by the Board of Directors.

310 FIRE CHIEF PERFORMANCE APPRAISAL

Created: 03/27/2023

Revised:

Reviewed:



8. To evaluate the Fire Chief against those items set forth in the Fire Chief job description, and those duties assigned by the governing board, as modified from time to time.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-803 District administered by a district board
A.R.S. §48-805 Fire district, powers and duties

CAFMA Policy Manual 300 Job Classifications
610 Performance Evaluations

400 MEETING AGENDAS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

An agenda is a list of specific items under each division of the order of business that the Board plans to discuss at a meeting. An agenda adds order to the conduct of regular business. The agenda is flexible in advance of the meeting and items may be added, omitted, or changed at the discretion of the presiding officer and in accordance with A.R.S. §38-431.02(C).

While all meetings are open to the public, it is important to note that the meeting is a meeting of the Board of Directors. Members of the public wishing to address the Board about items not listed on the agenda may use *Call to the Public* as their platform to be heard within the parameters set by the Board. Refer to Policy 405 *Public Participation* for guidelines and parameters.

The Fire Chief, in consultation with the Board Chairperson, directs Staff in the preparation of the Board meeting agendas. To avoid the possibility of any Open Meeting Law violation by means of creation of an inadvertent quorum, agenda items shall be forwarded to the Fire Chief at least three (3) business days prior to the publishing of the agenda; the Fire Chief will forward it to the Board Chair and legal counsel immediately upon receipt. Three Board members, or a majority of the Board, may remove any item(s) from the agenda. Regular monthly Board meeting agendas are prepared for the Board members prior to the meeting and should be sent to the Board by Staff one week in advance of the meeting. The format of agendas for special, emergency, or executive meetings is dependent on the scope and order of business to be conducted.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to prepare agendas and board packets for all regular meetings and for special and emergency meetings as necessary for the orderly conduct of business.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §38-431 through §38-431.09

Board Policy Manual 405 Public Participation

401 MEETING MINUTES

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Arizona Open Meeting Law requires that minutes be taken for all public meetings. Minutes for regular and special sessions must be written. Executive Session minutes may be kept in the form of a tape recording.

Minutes for public meetings must include the following:

1. The date, time, and place of the meeting;
2. The members of the public body recorded as either present or absent;
3. A general description of the matters considered;
4. An accurate description of all legal action proposed, discussed, or taken, and the names of members who proposed each motion. The minutes shall also include the name of the person(s), as given, making statements or presenting materials to the public body, and a reference to the legal action about which they made statements or presented material.

Minutes of the Executive Session shall include those items set forth in paragraphs one (1), two (2), and three (3) above, as well as an accurate description of all instructions given pursuant to A.R.S. §38-431.03, and such other matters as may be deemed appropriate by the public body.

Minutes of executive sessions are kept separately from minutes of public meetings and may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required. If the disclosure of material in executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. Executive Session minutes may not be removed from the premises in accordance with State requirements.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to tape record public and executive session meetings until written minutes can be prepared. Tape recordings will be maintained in the District records for a minimum of three (3) months, or until the official minutes have been approved by the District governing Board, whichever occurs first. No executive session minutes may be disclosed without prior authorization of the Board.

401 MEETING MINUTES

Created: 03/27/2023

Revised:

Reviewed:



CROSS REFERENCES

Arizona Revised Statutes A.R.S. §38-431.01 Public meetings and proceedings

Board Policy Manual 403 Executive Sessions
407 Public Meetings
503 Obtaining Public Records

402 MEETING NOTICES

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Arizona Opening Meetings Law requires that public notice be given of the time and place of all public meetings, including regular, special, and emergency meetings. This requirement applies to all meetings for which a quorum is required even if the meeting is for the sole purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board.

It is recommended that notice be given to the media and to those who have stated in writing that they wish to be notified of every meeting.

The Open Meetings Law provides specific detail related to content, timing, and distribution of required notices depending on the nature and type of meeting. The Board and Administrative Staff must be aware of and ensure notices comply with these standards. The State Attorney General's Office publishes and makes available through the Internet the "Public Agency Handbook".

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District that all meetings are properly advertised in accordance with the Public Meetings Law and that, if notice cannot be or was not properly given, no business of the Board will be conducted.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §38-431.01 Meetings shall be open to the public
A.R.S. §38-431.02 Notice of meetings

Attorney General's Public Agency Handbook

403 EXECUTIVE SESSIONS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

“Executive Session” is defined by Arizona Law as any meeting or part of a meeting of a governing body, which is *closed* to certain persons for deliberation on certain matters. An executive session is a type of public meeting and must conform to all applicable provisions of the Open Meetings Law.

The meeting notice requirements for executive sessions are the same as for other public meetings. However, there is an additional requirement that the statutory authority and reason for the session must be set forth. An executive session may be called during a regular, special, or emergency meeting for which notice has already been given.

The Board may not make any final decisions during any executive session. Except for directions to the Board attorney or representative for labor negotiations, a final vote must be made during the public portion of a meeting. The purpose of this requirement is to allow the public to know the result of the discussions.

Generally, an executive session is closed to all except members of the governing body, persons reporting to it on the subject of the executive session, and persons deemed necessary by the Board Chairperson. The Chairperson must declare that the subject of the executive session is not to be disclosed.

Arizona Revised Statutes identify seven (7) purposes for which an executive session may be conducted. The specific law should be reviewed in each instance to ensure the statutory restrictions and conditions are being met.

1. Employment
2. Exempt records
3. Legal advice
4. Instructions to attorney regarding contracts for litigation
5. Instructions to attorney or representative regarding union negotiations
6. International and interstate negotiations
7. Consultation with representatives and instructions regarding purchase, sale, or lease of real property.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to call, conduct, and record executive sessions in accordance with the Arizona Open Meetings

403 EXECUTIVE SESSIONS

Created: 03/27/2023

Revised:

Reviewed:



Law.

It shall further be the policy of the Board that Board members, Staff, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole, except in the case of investigations by the Attorney General's Office or County Attorney.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §38-431.01 Meetings shall be open to the public
A.R.S. §38-431.03 Executive sessions

Board Policy Manual 407 Public Meetings
503 Obtaining Public Records
Appendix A Opening Meeting Procedures

404 PARLIAMENTARY PROCEDURE

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Rules of parliamentary procedure provide the means for orderly and expeditious disposition of matters before the Board. They govern the way members interact with each other. To facilitate decision-making, a simplified and flexible approach to parliamentary procedure is helpful. The author of one text, Sturgis Standard Code of Parliamentary Procedure, states, "Technical rules should be used only to the extent necessary to observe the law, to expedite business, to avoid confusion, and to protect the rights of members."

The basic principles of parliamentary procedure that apply include:

1. All members have equal rights, privileges, and obligations.
2. The majority vote decides all issues.
3. The rights of the minority are protected.
4. Each member has the right to understand every proposition presented for decision, and to engage in full and free discussion of the proposition's advantages and disadvantages before taking action.
5. The simplest and most direct procedure for accomplishing a purpose shall be observed, as long as it does not violate the rights of members or the laws.
6. Members shall be protected from abuse by visitors, spectators, and others participating in the Board's activities, by use and enforcement of orderly processes.
7. All meetings shall be characterized by fairness and good faith.

Several different model guides are available.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to use a standard code of parliamentary procedure as its primary rules of order.

CROSS REFERENCES

The A-B-C's of Parliamentary Procedure

405 PUBLIC PARTICIPATION

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

All Board meetings, except executive sessions, are open to the public. Although state law only requires the Board to permit the public to attend Public Hearings, it is the practice of the Board to accept comments from the public on agenda topics or other related concerns.

In accordance with Arizona law, the Board may include a *Call to the Public* section on the agenda. Individuals wishing to speak are given the opportunity to introduce themselves and state the agenda item or topic they wish to address within the time and other limits set forth under *Call to the Public* on the agenda. The presiding officer will then determine if and/or when the concern will be addressed. Any particular topic may be postponed to a later meeting agenda to allow time to gather necessary information and/or to ensure adequate public notice of the topic. The Board is not required to submit a response to the public at a future meeting. A.R.S. §38-431.01.H reads,

“At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.”

The Board Chairperson has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. The Board Chairperson may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct, or who causes a disturbance, may be asked or required to leave.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to accept public comment from District citizens on issues of concern in accordance with the rules of parliamentary procedures and the guidelines established by the Board and the presiding officer of the meeting.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §38-431.01 Meetings shall be open to the public

Board Policy Manual 407 Public Meetings

406 NONDISCRIMINATION AND PUBLIC ACCESS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Arizona and Federal Law requires all governmental bodies to ensure public meetings are held in locations accessible to the disabled, or, upon request of a hearing impaired person, to provide an interpreter.

A person must give the governing body notice of a need to be accommodated.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to ensure that all public meetings are conducted in locations accessible to the disabled and to make a good faith effort to accommodate the disabled in accordance with State Law.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §41-1461 through §41-1468

407 PUBLIC MEETINGS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The Arizona form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions are made. The key requirements of the Open Meetings Law apply to all meetings of a governing body for which a quorum is required to make decisions or to deliberate toward a decision. Key requirements of the Law require that all meetings are open to the public, unless an executive session is authorized, to give notice of the meeting, and to take minutes of the meeting.

The Open Meetings Law applies to all meetings and gatherings in which a quorum of the Board is present. Board members must be cautious to avoid any discussions of official business outside of official meetings. Conference calls and other forms of electronic communications, including social media, are specifically subject to Open Meeting Law. Notice for such meetings is required and the public must be given at least one location where its members may listen to the meeting. Notice of all such meetings is required.

The law also requires that the District recognize and provide reasonable accommodations as may be necessary to provide accessibility for persons with disabilities.

The law does not require that the public be present and/or be given the opportunity to participate in Board deliberations, but the public must be given notice and meetings must be conducted in locations that afford attendance by the public. The Board and Administrative Staff must be aware of these standards and ensure all meetings comply.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to observe the provisions of the Arizona Open Meetings Law and to ensure public notice, access, and special accommodations are provided.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §38-431.01 Meetings shall be open to the public

500 COMPLIANCE WITH STATE BUDGET LAW

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Arizona Law requires that budgets are prepared, adopted, and administered in accordance with a specific set of laws. These laws and the associated administrative rules cover the full range of budgeting and budget administration including:

1. The structure and format of budget forms and documents.
2. Advertising and publication requirements.
3. Meeting procedures with accompanying financial document disclosures.
4. Adoption procedures of annual budget, audit and reported financial documents.
5. Supplemental budget procedures.
6. Budget administration and documentation procedures.

The adoption of an annual budget along with the appropriation of taxes is a critical function of the Board of Directors. The Department of Revenue and the County Board of Supervisors provides written materials and periodic training sessions to ensure that all local governments are aware of the various regulations.

The Board generally provides direction to the Fire Chief and Senior Staff with regards to budget development. Chino Valley Fire District will follow the same budget, reporting, and compliance as required of Fire Districts.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to comply with and be guided by the State of Arizona budget law in all aspects of budget preparation, adoption, administration, and reporting requirements.

It shall further be the policy of the Board that the District's Administrative Staff receives routine training and education to ensure a full understanding of the State budget laws.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-805 Fire district powers and duties; definition
A.R.S. §48-805.02 Fire district annual budget; levy; requirements
A.R.S. §48-807 County fire district assistance tax; annual budget; override; monthly financial reports

Board Policy Manual 501 Funds and Financial Policies
502 District Audits

500 COMPLIANCE WITH STATE BUDGET LAW

Created: 03/27/2023

Revised:

Reviewed:



504 Annual Budget and Financial Policies

501 FUNDS AND FINANCIAL POLICIES

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The Board of Directors adopts a Budget Resolution at the first regular Board meeting in June of each fiscal year. The Board of Directors also adopts fiscal policies by resolution and addresses the funds to be established and the policies to be followed for the administration of the budget for the fiscal year.

The following policies and practices are generally considered routine and include:

1. Funds authorized in the annual budget.
2. Banks, types of accounts and authorized signatories.
3. Process in which taxes will be collected.
4. Process in which tax receipts will be invested.
5. Method of accounting.
6. Management of interfund transfers.
7. Identification of District Auditor and District Legal Counsel.
8. Annual Budget Certification by Board Chairperson and Clerk.
9. Other topics as may be necessary.

The purpose of adopting these items by resolution annually is to officially adopt and ensure full public disclosure of the District's budget administration policies and procedures. Monthly reports of check registers, balance sheets, income statements, cash flow and accompanying graphs will be presented to the Fire Board no later than 30 days from the end of the prior month.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to annually adopt a Budget Resolution describing the various policies and procedures as herein described.

It shall further be the policy of the Board to acknowledge that it may be necessary to amend certain fiscal policies and that such amendments will be adopted by subsequent resolution of the Board.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-805.02 Fire district annual budget; levy; requirements
A.R.S. §48-807 County fire district assistance tax; annual budget; override; monthly financial reports

501 FUNDS AND FINANCIAL POLICIES

Created: 03/27/2023

Revised:

Reviewed:



Board Policy Manual

500 Compliance with State Budget Laws

502 DISTRICT AUDITS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

State political subdivisions in Arizona must comply with Audit Laws. Minimum standards for audits of Arizona State political subdivisions are addressed in the Arizona Revised Statutes.

An "audit," as defined by Arizona Revised Statutes, is "An independent, objective examination of the accounts, financial affairs, and performance of a government for the purpose of determining the results of operation for the period under review and the financial position at the end of the period. The examination includes an evaluation of the system of internal control, a review of the accounting records and procedures and a gathering of appropriate evidence from external sources".

The District contracts with an accountant who is authorized to conduct audits in Arizona in accordance with State law. The audit is conducted annually for the preceding fiscal year in accordance with generally accepted auditing standards, Government Auditing Standards prescribed by the United States General Accounting Office.

The Auditor formally expresses an "opinion" on the fairness and accuracy with which the District's financial statements present its financial position, compliance with law, and accepted accounting principles and practices.

The District audit is normally conducted in the late summer/early fall following the conclusion of the previous fiscal year. The Finance Staff works with the Auditor to collect information and data. The Assistant Chief of Administration is generally appointed to meet with the Auditor to review the finding of the audit prior to formal presentation to the Board. The Auditor shall present a draft of the audit to the Board for its formal approval.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to annually complete an audit, in accordance with A.R.S. §48-253, and to appoint the Assistant Chief of Administration to schedule a review with the Auditor of the draft audit and that Auditor shall make a formal presentation to the Board of Directors. The audit report shall contain a certification as outlined in A.R.S. §48-805.02.

It shall further be the policy of the Board to work with the Assistant Chief of Administration and auditor on the implementation of any recommendations that are necessary or advisable to improve the District's financial management systems and procedures.

502 DISTRICT AUDITS

Created: 03/27/2023

Revised:

Reviewed:



CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-805.02 Fire district annual budget; levy; requirements
A.R.S. §48-253 District audits and financial reviews

503 OBTAINING PUBLIC RECORDS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Public records statutes allow for the public to know how the public's business is conducted; thus the written record of the conduct of the public's business, with some important exceptions, is available to any citizen.

It is important to note that the laws, restrictions, and procedures adopted by the District also apply to all individuals, including Agency members, Board members, and law enforcement officers.

The law gives agencies the right, within certain parameters, to write specific policies and procedures for the administration of the public records law within their organizations. Procedures may be established that address the specificity and timing of requests, examination of records, fees, and forms.

Not all records and documents of the District are public. The law provides a description of those records and documentation that are exempt and/or conditionally exempt from public disclosure.

Arizona state law allows for the recovery of costs of obtaining or reviewing public records and photographs. The law has distinguished between commercial and noncommercial requests for public records. Commercial purpose means the use of a public record for the purpose of sale or resale, for the purpose of solicitation, or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public records. If the requester obtains records for a commercial purpose without indicating the commercial purpose, or if he or she obtains the records for a non-commercial purpose, and then uses or allows the use of the records for a commercial purpose, he or she will be liable for damages in the amount of three times what the District would have charged had it known, plus costs and attorney fees. If a false statement is given, the requester can also be guilty of a felony.

The District has adopted a resolution that authorizes the District to charge for such services and to establish an appropriate fee schedule. The fee schedule was originally adopted by resolution and is reviewed and updated as necessary.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to comply with the Arizona Public Records laws and regulations, and unless expressly protected by statute, allow proper and reasonable opportunity for inspection, examination, and reproduction of District records.

It shall further be the policy of the Board to establish fees reasonably calculated to

503 OBTAINING PUBLIC RECORDS

Created: 03/27/2023

Revised:

Reviewed:



recover the cost of making such records available.

CROSS REFERENCES

- Arizona Revised Statutes* A.R.S. §48-805(B)(13) Fire district, powers and duties
A.R.S. §39-121.03 Request for copies, printouts or photographs; statement of purpose; commercial purpose as abuse of public record; determination by governor; civil penalty; definition
A.R.S. §39-161 Presentment of false instrument for filing
- CAFMA Policy Manual* 190 Public Records Access
- CAFMA Resolution* Resolution No. 2019-01 Adoption of Fee Schedule

504 ANNUAL BUDGET AND FINANCIAL POLICIES

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The Board of Directors develops and approves an annual Budget each fiscal year to support the operations of the Central Arizona Fire and Medical Authority. The purpose of this Policy is to delineate the detailed financial policies used to direct the development of the Budget for that specific fiscal year. The items below may apply to the Chino Valley Fire District budget, the CAFMA budget, or both, and should be reviewed by all board members.

1. The District will adopt and maintain a balanced budget in which revenues equal expenditures. This budget will be consistent with an acceptable level of community risk by preserving a cost effective balance of expected services and the community economy. One-time revenue sources will only be used to fund one-time expenditures in order to prevent potential shortfalls.
2. The District will continue to budget revenues based on historical trends, economic and demographic conditions, inflation, and projections that are realistic.
3. The District may decide to budget a sufficient Operating Contingency of no less than five (5) percent for unforeseen circumstances. Operating Contingency expenditures will only be made by transfer to line item accounts through Board Resolution.
4. The District will continue to budget for debt service payments until all debt is obligated.
5. The District will continue long-range financial planning by reviewing and updating the Financial Planning documents which include a long-term capital replacement and acquisition schedule, a long-term staffing plan, a five-year expenditure and revenue projection, and adjusting for economic, social, demographic, operational, and/or legislative changes that may affect financial stability.
6. The District will invest available funds with the Yavapai County Treasurer's Office as necessary.
7. The District will prioritize debt reduction by utilizing unexpended funds for additional principal payments on existing District loans thus reducing interest expenditures as necessary.
8. The District shall abide by all adoption, posting, submittal, and records retention requirements as dictated in A.R.S. §48-805.02

504 ANNUAL BUDGET AND FINANCIAL POLICIES

Created: 03/27/2023

Revised:

Reviewed:



POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to annually adopt a Budget.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-805.02 Fire district annual budget; levy; requirements

Board Policy Manual 501 Funds and Financial Policies

Annual Financial / Planning Report Budget and Financial Policies Section

505 INVESTMENT POLICY

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The purpose of this policy is to describe the financial investment practices of the District. The primary objectives of investment activities are:

Safety – Investments shall be undertaken in a manner that seeks to ensure the preservation of District funds. The District will minimize credit risk by investing in the safest types of securities and those that are short-term.

Liquidity – Investments shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Yield – Return on investment is of secondary importance compared to the safety and liquidity objectives. Investments are limited to highly rated/low risk securities in anticipation of earning a fair return relative to the risk assumed.

Special Taxing Districts in Arizona are required to comply with A.R.S. §35-323, the Investment of Surplus Funds of Political Subdivisions. The District invests all surplus funds with the Yavapai County Treasury in a pooled account called the Local Government Investment Pool (LGIP), which conforms to these objectives. The investments are regulated by A.R.S. §35-323 and consistent with the Yavapai County Treasurer's Investment Policy.

The District's bank deposits are held in qualified Arizona depositories in accordance with A.R.S. §35-323 and A.R.S. §35-325, which requires collateralization of funds in excess of FDIC insured amount. Such deposits are designated cash management tools and not considered investments under this policy.

The District does not directly administer the investments of employees' retirement funds, nor their deferred compensation plans.

The District's investment practices are reviewed periodically by the Board, Administrative Staff, and the auditor. Compliance to investment practices is evaluated and addressed in the annual financial audit.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to invest all surplus funds with the Yavapai County Treasury in a pooled account called the Local Government Investment Pool (LGIP). Any deviation from this investment practice shall be brought before the Board of Directors prior to investment obligation.

505 INVESTMENT POLICY

Created: 03/27/2023

Revised:

Reviewed:



It shall further be the policy of the Board to maintain and periodically review District investment practices and this policy.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §35-323 Investing of public monies; bidding; security and other requirements

A.R.S. §35-325 Servicing bank of public monies

CVFD Annual Budget Budget and Financial Policies Section

Yavapai County Policy Investment Policy

600 AGREEMENTS; IGAs

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Consideration should be given to various provisions and issues for each agreement entered into by the District. The Fire District Board shall review and consider the following provisions for each contract.

Provisions to Include in Each Agreement: Purpose and scope; term; termination (including a reference to A.R.S. §38-511); indemnification; hold harmless; insurance; workers' compensation coverage; limitation of remedies; non-discrimination; binding effect; EEOC compliance; Federal and State law compliance; waiver of jury trial; severability; jurisdiction; mediation; and applicable law. Agreements for small projects shall be in compliance with the requirements of A.R.S. §41-4401 and A.R.S. §23-214(A) (together the state and federal immigration laws).

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District that agreements be entered into in accordance with the general guidelines described in this policy.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-805 Fire district; powers and duties; definition
A.R.S. §11-952 Intergovernmental agreements and contracts
A.R.S. §41-4401 Government procurement; e-verify requirement; definitions
A.R.S. §23-214(A) Verification of employment eligibility; e-verify program; economic development incentives; list of registered employers

601 STRATEGIC AND LONG-RANGE PLANNING

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Planning is a conscious, systematic process during which decisions are made about the goals and activities that an organization will pursue in the future. Planning occurs on many levels involving individuals, work groups, divisions, and the overall organization.

Short-term planning involves the development of annual goals and objectives, schedules, meeting agendas, and an annual budget. Long-term planning involves a process of forecasting and assessing potential changes in the community and environment in which the Agency must operate. Long-term strategies generally take multiple years to accomplish and serve as the basis for short-term planning activities.

Board policies and direction should be evaluated on a continuous basis. Much of the work is accomplished during regular Board meetings. Board study sessions are scheduled on an as needed basis to discuss specific topics and/or situations that require special attention.

The Fire Chief is generally responsible for the establishment of objectives and the implementation of activities designed to carry out the direction established by the Board. The Board reviews progress and provides additional direction as necessary.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to participate in the ongoing process of policy and strategic goal evaluation and development and to hold study sessions dedicated to long-term planning as needed.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-805(B) Fire district powers and duties; definition

Board Policy Manual 201 Mission Statement
301 Board Member Responsibilities

602 AGENT OF RECORD SELECTION PROCESS

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The District appoints individuals as agent of record in a variety of technical areas:

1. Legal Counsel: General legal counsel for Board and District business.
2. Auditor: Conducts annual audit and provides financial accounting advice.

The general duties of these individuals include solicitation of bids, representation of the District in technical matters (legal), performance of mandated duties (audit), and/or to make recommendations that represent the best interest of the District (legal, audit).

State law does not specify time frames and/or specific processes to be used for these appointments. It is the Board's and Fire Chief's responsibility to make such appointments in a fair and open process that best represents the interests of the District. The key in determining when and how such appointments are made should include:

1. Satisfaction with current quality of service.
2. Availability and interest of local vendors.
3. Changes in requirements and/or expectations.
4. Change in laws related to selection of agency representatives.

The Fire Chief and Staff review the performance of all appointed agents of record throughout the year and will provide informal review to the Board of Directors. The Board of Directors, at its discretion, may direct Staff to implement a formal process to seek bids before renewing any contract for service. In so doing, the Board may set the parameters and terms of an agreement, or may direct Staff to do so.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to appoint individuals as agent of record in a variety of technical areas based on business necessity, service evaluation, and local interest by qualified vendors. If necessary, the Board will conduct reviews based on information provided by Staff.

CROSS REFERENCES

Board Policy Manual 305 Board Appointments

603 ANNEXATION, MERGER, AND CONSOLIDATION

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Annexations, mergers, and consolidation are three separate legal processes in which territory may be added to a district.

- Annexation is the process of adding new territory not already in a fire district to an existing fire district (A.R.S. §48-262)
- Merger is a process in which one district merges with another district to form a new district (A.R.S. §48-820)
- Consolidation is a process in which one district consolidates with another district. The consolidated districts are considered annexed by and absorbed into the surviving district (A.R.S. §48-822)

The procedural details for each process are prescribed in the Arizona Revised Statutes. While all three processes are similar in that additional territory is added to a district, the political, financial, and operational impacts vary widely.

The annexation process simply adds territory without impacting the existing governing body or current tax rate of the annexing district.

In a merger a new district is formed and a new Board of Directors is established from Board members of the two merging districts. All liabilities and assets are transferred to the new district. The tax rate for the new district is computed based on the assessed values of the districts.

In a consolidation the surviving district assumes all assets and liabilities from the merging district. The surviving district's Board of Directors remains while the governing body of the district requesting consolidation into the receiving district is eliminated. A new tax rate is computed based on the assessed values of the newly expanded district.

The process for mergers and consolidations are similar. The difference is that a merger forms a new political entity (district) while in a consolidation one of the existing districts absorbs the other district.

Election requirements for each process vary with the particular scenario.

There are four key issues that should be considered with any expansion question:

1. The ability to provide an acceptable and defined level of service.
2. The cost of service compared to the projected revenues.

603 ANNEXATION, MERGER, AND CONSOLIDATION

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Reviewed:



3. The feasibility of working through the required political processes.
4. The functionality of the projected administrative, managerial, and operational processes.

Annexations are by far the least complex process. Mergers and consolidations require a significantly higher level of collaboration between all parties, legal counsel, staff participation, and public involvement.

Annexations, merger, and/or consolidation questions should be given full consideration when they arise since they are generally motivated by a desire to obtain service, to improve service, and/or to reduce the cost of service.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to ensure the approval of any annexation, merger, and/or consolidation is based on the following findings.

1. The stated service level goals can be provided throughout the new territory without diminishing existing service levels in existing areas.
2. Projected revenues are sufficient to support the ongoing operational plan for the expanded service area of the District.
3. The administrative, managerial, and operational structure of the District remains highly functional.
4. The overall assessment combining all the general and specific impacts of the proposed expansion is in the best interest of the current taxpayers of the District.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-262 District boundary changes; procedures; notice; hearing; determinations; petitions
A.R.S. §48-820 Election to merge fire districts; notice; hearing; approval; joint meeting; merged district board
A.R.S. §48-822 Election to consolidate fire districts; resolution; hearing

604 LEGAL COUNSEL

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

The District utilizes legal counsel for contract and document review, legal advice, and representation when necessary.

The Board of Directors may elect to seek legal counsel at its discretion. In many cases this may take the form of a directive to the Fire Chief or Assistant Chief of Administration to investigate a particular topic and report back. In other circumstances, the Board may request its legal counsel to provide a written opinion. It has been standard practice of the Board to have its designated legal representative attend Board meetings to provide legal advice to the Fire Board.

At the Administrative Staff level, contact with legal counsel is coordinated and controlled by the Fire Chief or Assistant Chief of Administration. The Fire Chief or Assistant Chief of Administration will use legal counsel to review contract documents and other agreements as necessary to protect District interests and liabilities.

POLICY STATEMENT

It shall be the policy of the Board of Directors of Chino Valley Fire District to maintain designated District legal counsel and to utilize such services as may be necessary to ensure proper review and oversight of legal documents, commitments, contracts, and legal processes.

CROSS REFERENCES

Arizona Revised Statutes A.R.S. §48-805.B(10) Fire district; powers and duties; definition

Annually Adopted Fiscal Year Budget

700 AUTOMATIC, MUTUAL, AND STATEWIDE MUTUAL AID

Created: 03/27/2023

Revised:

Reviewed:



RELATIVE INFORMATION:

Experience has shown that many emergency incidents have the potential to grow to proportions that may overwhelm the defenses of a single department. Disasters of this magnitude can cause not only a threat to life, but also property as well as impairment to the local and/or State's economy. Adequate response can be obtained only through a full understanding of and response by the State's fire services.

POLICY STATEMENT

It shall be the policy of the Board of Directors of the Chino Valley Fire District to endorse CAFMA's participation in Automatic and Mutual Aid Agreements as well as CAFMA's participation in the coordination of resources and response under the statewide mutual aid program.

CROSS REFERENCES

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| <i>Arizona Revised Statutes</i> | A.R.S. Title 26, Chapter 2 Emergency Management
A.R.S. §48-805(B) Fire district; powers and duties;
definition |
| <i>Standard Operating Guidelines</i> | O300 Mutual Aid
O301 9-1-1 Responses Outside of Agency |
| <i>Governor's Executive Order 2003-21</i> | Arizona Fire Service Mutual Aid Plan |
| <i>Arizona Emergency Management Master Mutual Aid Compact (AZMAC)</i> | |