



# Mormon Lake Fire District



1067 Mormon Lake Rd. Mormon Lake, AZ 86038  
Phone: 928-354-2231 Fax: 928-354-2334  
mormonlakefire.com

## MLFD BOARD RESPONSIBILITIES

Board members are legally and ethically accountable for the operation of the Fire District and are responsible for acting on behalf of the District's service recipients, taxpayers, and Department members to ensure efficient and responsible operation of the Mormon Lake Fire District. Board members have the following responsibilities:

- Law and regulation compliance.
- Appointing a Fire Chief; providing ongoing support and guidance to the Chief; and evaluating the Chief's performance annually.
- Ensuring the funding for adequate resources (personnel, apparatus, and equipment) by annually establishing the District's tax rate.
- Ensuring that the organization produces economically justifiable decisions.
- Enhancing the Department's public image; being a Department advocate.
- Reviewing and approving annual budgets; ensuring financial solvency of the District.
- Approving all major contracts and agreements necessary to the District's operations.
- Approving expenditures over the Board established limit; awarding contract bids.
- Approving the disposition/disposal of surplus property.
- Countersigning warrants.
- Retaining an independent Certified Public Accounting firm to perform an annual audit to assure financial integrity and performance.
- Approving an insurance policy to cover the Department, its employees, and the Board.
- Approving compensation and benefit policies for all Department personnel.
- Instituting fair policies for human resource management.
- Filling Board vacancies as needed.
- Annually reviewing the Boards own performance; taking steps to improve performance.



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## MLFD BOARD COMMITMENTS

To accomplish responsibilities to the best of their ability, Board Members should be committed to the following actions:

- Attend and actively participate in Board meetings, work sessions, public hearings and special events.
- Working as a group to accomplish the mission of the District; uniting for a common cause; listening carefully to the opinions of fellow Board Members and paid staff respecting those opinions; not be publicly critical of fellow Board member's opinions in or outside of Board meetings.
- Exercise independent judgment on decisions that come before the Board.
- Loyalty to the Department, its staff and other Board members.
- Keep disagreements impersonal.
- Not discuss confidential proceedings of the Board outside the Board meeting.
- Accepting, respecting, and supporting majority decisions of the Board; recognizing that all authority is vested in the Board as a group and not in individuals.
- Recognizing that the Board's job is to ensure that the Department is well managed, not to manage the Department.
- Shall not interfere with the duties of the Chief or undermine the Chief's authority.
- Declare any conflicts of interest between the member's personal life and their Board position; avoid voting on issues that are or are perceived to be a conflict of interest.
- A Board member cannot simultaneously hold a paid or volunteer position with the Department.
- Not use the Board or the Department for personal advantage or the advantage of family or friends.
- Learn more about the Board member's job and responsibilities by attending Arizona Fire District Association (AFDA) conferences.
- Work with all members of the Fire Department, Fire Board, and the community to ensure smooth, efficient, and responsible operation of the Mormon Lake Fire District.
- Call to the attention of the Board any issues that will have an adverse effect on the organization.
- Refer constituent and staff complaints to the proper level on the chain of command.
- Self-evaluation; the Board should evaluate its own effectiveness to assure fulfillment of responsibilities and to maintain a strong organization.



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## **MLFD BOARD CODE OF CONDUCT**

- Board members should have a broad perspective and possess a willingness to search out effective solutions to complex problems. Being single issue focused or adopting a biased point of view is not in the best interest of the District.
- Board members should keep on task and not be unduly influenced by those who have more dominant personalities. Every Board member represents the interest of the District equally.
- Board members are obligated to operate within the parameters that the Board sets for itself and within the laws of the State of Arizona.
- Board members who vote in opposition to the majority of the Board should not interpret it as a personal issue. In turn, all Board members need to realize that the will of the majority prevails.
- Board members always place the District's best interest above their own personal interests.
- The "prudent person" legal doctrine applies to individual Board members as well as the Board as a collective body. The level of Board competency will be compared to what a similar prudent Board or Board member should do.
- Board members are required to act and behave professionally when representing the District.
- Board members may not use their position, or information obtained as a board member, for personal gain or for the financial benefit of themselves or members of their family.
- The focus of the Board is on policy, its implementation, and the finances of the District. Board members should not become involved in the day to day operations of the Department.



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## MLFD BOARD MEMBER APPLICATION

NAME: \_\_\_\_\_ ss# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ OCCUPATION \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

HOW LONG EMPLOYED: \_\_\_\_\_ VOTER REGISTRATION ID # \_\_\_\_\_

DATE REGISTERED: \_\_\_\_\_ PRECINCT: \_\_\_\_\_

ARE YOU RELATED TO ANYONE ON THE FIRE DEPARTMENT? \_\_\_ Yes \_\_\_ No

If yes, who and what is your relationship? \_\_\_\_\_

This could cause a conflict of interest on some issues decided by the Board. Arizona Revised Statutes, Title 48-805.03 should be viewed for specifics.

PLEASE LIST THREE REFERENCES (other than relatives):

| NAME | ADDRESS | PHONE |
|------|---------|-------|
|      |         |       |
|      |         |       |
|      |         |       |



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Why are you interested in becoming a Mormon Lake Fire District Board member?

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What experience do you have that would be an asset to the Mormon Lake Fire District Board?

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Other Board Memberships: \_\_\_\_\_

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Special Interests: \_\_\_\_\_

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I certify that the answers given herein are true and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date