



GOLDER RANCH FIRE DISTRICT

FIRE BOARD BYLAWS

**As revised and adopted by
the Governing Board of the
Golder Ranch Fire District**

AUGUST 19, 2025

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The Governing Board of the Golder Ranch Fire District, considering the provision of Title 48, Chapter 5 of the Arizona Revised Statutes, hereby adopts the following bylaws for the regulation and governing of the fire district. These bylaws shall not supersede the Arizona Revised Statutes governing fire districts.

ARTICLE I – GENERAL

SECTION 1. NAME

The name of the district shall be the Golder Ranch Fire District servicing the areas in and adjacent to the communities of Oro Valley, Catalina, SaddleBrooke, SaddleBrooke Ranch and other unincorporated areas of Pima and Pinal Counties that are within the fire district boundaries.

SECTION 2. PURPOSE

The purpose of the Golder Ranch Fire District shall be to provide emergency services for the protection of persons, property, and values within the defined boundaries of the fire district. These bylaws set forth the rules for conduct for the Golder Ranch Fire District.

SECTION 3. CONFLICT WITH APPLICABLE LAW

In the event of any conflict with the laws governing the conduct of the fire district, then such conflict shall be resolved by applying the regulating authority in the following order of priority:

1. Arizona Revised Statutes
2. The bylaws of the Golder Ranch Fire District
3. The policy of the governing board
4. Robert's Rules of Order

SECTION 4. POWERS

The public business, property, and affairs of the Golder Ranch Fire District shall be managed by the board which shall have and may exercise all the powers of the district as provided by Arizona law, and to do all such lawful acts and things that are not defined by law or by these bylaws that may be directed or required to be done by the electorate.

SECTION 5. REMUNERATION

Members of the board shall serve without compensation but may be reimbursed for actual expenses incurred in the performance of duties required by law per A.R.S. §48-803(C)

ARTICLE II – BOARD OF THE DISTRICT

SECTION 1. MEMBERS

Members of the fire district board shall be those individuals elected or appointed pursuant to A.R.S. §§ 48-802, 48-803, and 48-805. The number of such members shall be five and each shall serve staggered four-year terms as designated in A.R.S. § 48-803.

An employee of a fire district or the spouse of an employee of a fire district shall not hold membership on the governing board of the fire district that employs that employee in accordance with A.R.S. § 48-805.03(B).

SECTION 2. VACANCIES

If a vacancy occurs on the board other than from the expiration of a term (as defined in A.R.S. § 38-291), the remaining board members shall fill the vacancy by appointment of an interim member to serve out the term within 90 days after the date the vacancy occurs in accordance with A.R.S. § 48-803(B).

The appointment of a representative to the governing board to fill the remainder of the term will be placed on the next regularly scheduled meeting agenda. At which time, the board will direct the board services staff to advertise in a newspaper, on the GRFD website, and on GRFD's social media sites, that GRFD is recruiting for a board member to fill the remainder of the vacant term. Applicants will be required to submit a letter of interest and a resume. The governing board would schedule interviews for potential candidates to take place in executive session. The governing board would appoint an interim to the board for the remainder of the term in open session.

ARTICLE III – MEETINGS

SECTION 1. REGULAR MONTHLY MEETINGS

Regular monthly public meetings shall normally be held on the third Tuesday of each month at 9:00 a.m. at 1600 E. Hanley Boulevard Oro Valley, AZ 85737, but may occasionally be scheduled for other days or times when necessary.

Notification of changes will be given to all board members in a timely manner.

Special meetings, executive sessions, and work sessions shall be held at the call of the chairperson or upon the request of two members of the board. In the absence of the chairperson and vice-chairperson at a meeting, the clerk of the board shall act as chairperson for that meeting. Action by the board shall be by majority vote of those members present. The public shall have access to all meetings, except for executive sessions. A member of the public may speak for a reasonable amount of time, as determined by the board. Any or all of the public meetings may be recorded by any person in attendance, provided that such a recording does not interfere with the conduct of the meeting.

SECTION 2. PUBLIC NOTICES AND AGENDAS

Public notice must be given by posting a notice of the date, time, and location of the meeting in the public places designated by the district in the disclosure statements filed. The notice must be posted at least twenty-four hours in advance of the time scheduled for said meeting pursuant to A.R.S. §38-431.02 unless an actual emergency exists, or a meeting has been recessed and resumed.

In accordance with A.R.S. 38-431.01, all meetings are to be conducted openly and all persons so desiring shall be permitted to attend. In addition, communication between board members shall take place in public. To ensure compliance with the Open Meeting Law, board members shall not correspond through e-mail to a quorum of members.

Only matters listed on the agenda and other matters related thereto may be discussed, considered, or decided upon at the meeting. Any board member, the fire chief, or the district's legal counsel may place items on an agenda for a regular or special meeting.

The order of business at the board meeting is generally as follows; however, it may be changed at the discretion of the board chairperson:

1. Call to Order / Roll Call
2. Salute and Pledge of Allegiance
3. Fire Board Reports
4. Call to the Public
5. Presentations
6. Consent Agenda
7. Reports and Correspondence of Chief Officers, Chief's Direct Reports, and Union
8. Regular Business - Discussion and Possible Action Items
9. Future Agenda Items
10. Second Call to the Public
11. Adjournment

Robert's Rules of Order (most recent version) shall be used as a guide to the conduct of board meetings. District board Policy shall be referenced for correct procedures for board responsibilities.

SECTION 3. QUORUM

The presence of at least three members of the board shall constitute a quorum for the transaction of any business at any meeting of the board. Board members must be present in person, telephonically, or by other electronic means. The act of a majority of such quorum shall be deemed an act of the board. Should the board membership present at the meeting fall below the required number required for a quorum, the meeting must be reconvened at a later designated date, when a quorum is present.

SECTION 4. MOTIONS AND VOTING

To make a motion, a board member states, "I would like to make a motion to...or I move..." and then clearly describes the proposal. It is important to say precisely what the words of the motion are to be. The group votes on exact language, not on a vague idea. When a motion is made, it must be seconded in order to be considered by the group. Once a motion is seconded, it is then before the board for debate and action. After the discussion is complete, the chairperson shall call for a vote. Each board member, including the chairperson, has one vote.

The vote on any question shall be taken by ayes and nays. If the chairperson is unable to accurately determine the result of a voice vote, he/she may, or at the

request of any board member shall, call for a roll call vote. It shall be out of order for member to explain their vote during a roll call.

A majority vote is considered as the majority of votes cast, disregarding abstentions. A majority vote is required for the adoption of any motion.

Board members who have an actual or potential conflict of interest should not participate in discussion or vote on these matters.

SECTION 5. MINUTES

The minutes record any and all official acts of the governing board. If any conflict exists between the minutes and any other record of a meeting, the minutes shall control. The governing board will approve, amend, or modify the minutes at the next regular or special meeting. Upon approval of the minutes, they shall be signed by the clerk or the designee.

Either written minutes in a draft form or a recording of the meeting must be available for public inspection within three (3) working days after a meeting. No recording shall be made of any executive session. All minutes shall be kept permanently, in accordance with the fire district's records retention policy. The following information must be included in the meeting minutes:

1. The date, time, and place of the meeting.
2. The members of the board recorded as either present or absent.
3. A general description of the matters discussed or considered, even where no formal action or vote is taken with respect to those matters.
4. An accurate description of all legal actions proposed, discussed, or taken and the names of the persons who proposed and seconded each motion. The minutes must also reflect how each board member voted.
5. The name of each member of the public making a statement or presenting material to the board and a specific reference to the action to which the statement or presentation relates.

SECTION 6. EXECUTIVE SESSIONS

Upon and only upon a public majority vote of sufficient members to constitute a quorum, an executive session may be held only for the reasons permitted by A.R.S. §38-431.03.

The governing board may not take an informal or preliminary vote or a final vote or make a final decision in the executive session - such action must be taken at a public meeting convened for that purpose.

If an executive session is to be held, notice shall be given to the board and to the general public stating the specific provision of the law authorizing the executive session. The chairperson will give notice in public session that executive sessions are confidential pursuant to Arizona state statute.

ARTICLE IV – OFFICERS OF THE BOARD

SECTION 1. BOARD OFFICERS

The officers of the district's governing board shall be the chairperson, the vice-chairperson and the clerk. All such officers shall have general authority to perform within the policies set by the board and to perform all acts necessary or advisable in connection with the activities and responsibilities of the board for the operations of the district.

SECTION 2. ELECTION AND TERMS OF OFFICE

The board officers shall be elected at the regular December meeting. Elected board officers shall assume office on January 1 and serve for a term of one year; they may be reelected by a majority vote of the board.

An officer of the board may be removed if at least two board members propose the removal of the officer and at least three members of the board vote for such removal.

An officer may resign at any time by giving the board written notice of his/her resignation. Upon the death of an officer the office shall be deemed to be vacant as of the date of death.

When a vacancy occurs there shall be an election to fill the vacant office on the board. This election shall be held at the meeting where the officer was successfully removed, when a written notice of resignation is accepted, or in the case of an officer's death, at the next meeting of the board. The newly elected officer will serve the remainder of the one year term.

ARTICLE V - CHIEF OFFICERS AND BOARD

SECTION 1. CHIEF OFFICERS

The board shall hire a fire chief who shall be the chief administrator and operations officer responsible for all administrative functions and emergency services. The employee policy manual approved by the fire board shall constitute the fire chief's conditions of employment.

SECTION 2. DUTIES OF THE BOARD AND FIRE CHIEF

The board and the fire chief shall perform duties and exercise powers in compliance with their positions. The board shall develop a mission for the district and the fire chief shall be responsible for carrying out this mission by managing the district's resources.

ARTICLE VI – EXECUTION OF DOCUMENTS

SECTION 1. GENERAL

All documents, instruments, or any written material whatsoever binding upon the district shall be executed by the clerk and/or the chairperson of the governing board for the district. However, the fire chief is authorized to execute documents of administrative nature and within his spending limit.

SECTION 2. POLICIES AND PROCEDURES

The fire chief is authorized to initiate, amend, and/or approve all policies related to administrative or operational services. All ratified policy changes shall be placed on an agenda for scheduled governing board meeting for approval and formal adoption of the policy by the governing board.

ARTICLE VII – COMMITTEES

SECTION 1. FORMATION OF A COMMITTEE

Any member of the governing board present at a meeting may propose the establishment of a committee. A motion to establish a committee must be approved by a majority vote of the board. A committee may be appointed for one

of the following purposes or any other purpose deemed reasonable by the governing board.

1. To consider a subject and recommend a resolution covering the action it recommends the district to take.
2. To investigate a certain issue and report facts with its opinions thereon.

SECTION 2. TERM

The committee may serve for a reasonable term, as designated by the governing board, and, should the committee fail to make its recommendations or file its report within the designated term, then the governing board may extend such term or discharge the committee, as they see fit.

SECTION 3. MEMBERSHIP QUALIFICATIONS

Any individual residing within or outside the district may be appointed as a committee member. Nominations for membership to the committee may be made by the board or made by appointment from the chairperson. No more than two members of the governing board may be appointed as committee members.

SECTION 4. AUTHORITY OF THE COMMITTEE

A committee is authorized to perform only such acts as are within the reasonable scope of the object of the committee. Expenses incurred by the committee must receive prior approval from the board and must be reasonable in scope.

SECTION 5. RECORDS OF COMMITTEE ACTION

Committees formed at the direction of the governing board are subject to the Open Meeting Laws, including posting a public notice and agenda, as well as recording minutes of the meeting.

SECTION 6. REPORTS TO THE GOVERNING BOARD

The committee shall present its written report or present its recommendations to the governing board at a public meeting as designated by the governing board.

ARTICLE VIII – DISTRICT FINANCIAL REPORTS

SECTION 1. FISCAL YEAR

The fiscal year of the district shall be a 12 month period beginning on July 1 and ending on June 30 of the following year.

SECTION 2. DISTRICT ANNUAL REPORT

In accordance with A.R.S. §48-251, the district shall submit an annual report within 240 days of the close of the district's fiscal year. The report will be sent to the clerks of both Pima and Pinal County Board of Supervisors, and the Pima and Pinal County Treasurer. The report shall contain the following information:

1. A schedule of the beginning and ending fund balances and all revenues and expenditures for the preceding fiscal year on a form prescribed by the auditor general.
2. Legal descriptions of any boundary changes occurring during the preceding fiscal year.
3. The names, occupations, and business telephone numbers of the governing board members on the last day of the preceding fiscal year.
4. The schedule and location of regular meetings of the district governing board.
5. The locations where public notices of meetings are posted pursuant to A.R.S. 38-431.02(3).
6. The name and title of the person or persons completing the reporting requirements pursuant to this subsection.

SECTION 3. DISTRICT BUDGET

In accordance with A.R.S. §§48-252 & 48-805.02, the district shall submit the annual budget most recently adopted by the district to the Pima and Pinal County Board of Supervisors and the Pima and Pinal County Treasurer no later than July 10 of each year. The annual budget shall contain detailed estimated expenditures for each fiscal year and that clearly shows salaries payable to employees of the district. The budget summary shall be posted in three public places and a complete copy of the budget shall be published on the district's official website for at least twenty days before a public hearing at a meeting called by the board to adopt the budget. Following the public hearing, the district board shall adopt

the budget. A complete copy of the adopted budget shall be posted in a prominent location on the district's website within seven business days after final adoptions and shall be retained on the website for at least sixty months.

No later than August 1 each year, the chairperson of the district board shall submit to the Pima and Pinal County Board of Supervisors a budget estimate that contains certifications by items and that specifies the amount of money required for the maintenance and operations of the district.

Based on the budget submitted, the Pima County Board of Supervisors shall levy the tax as prescribed in A.R.S. 48-807(F).

Every budget adopted shall include the following:

1. A certification by the chairperson and the clerk of the governing board as to both of the following:
 - a. That the district has not incurred any debt or liability in excess of taxes levied and to be collected and the money actually available and unencumbered at that time in the district general fund
 - b. That the district complies with 48-805.02(F).

SECTION 4. DISTRICT ANNUAL FINANCIAL AUDIT

In accordance with A.R.S. §48-253, the district shall have its annual reports audited in accordance with generally accepted government auditing standards by a certified public accountant. The district shall submit a copy of the completed audit to the Pima and Pinal County Board of Supervisors and the Pima and Pinal County Treasurers within 240 days after the close of the district's fiscal year.

ARTICLE IV – FIRE CODE AND STANDARDS

SECTION 1. ADOPTION AND AMENDMENTS OR REVISIONS

The board may adopt, amend, or revise a nationally recognized fire code with the approval of the office of the state fire marshal and after a public hearing is held per A.R.S. 48-805. Adoption and amendments of a nationally recognized fire code requires the approval of the district's governing board. A public notice of the public hearing date, location and time, as well as the proposed revisions and/or

amendments to the fire code, shall be posted in three public places and on the District website for at least 20 days before the public hearing date.

The district, through its board, may enforce the fire code adopted by the district and assist the office of the state fire marshal in the enforcement of fire protection standards.

SECTION 2. NFPA AND OTHER STANDARDS

The governing board may adopt, amend, or revise such professional standards as it deems appropriate for administration of the district's services, including but not limited to the National Fire Protection Association's codes and standards.

ARTICLE X – FEE SCHEDULE

SECTION 1. ADOPTION AND MAINTENANCE

The Golder Ranch Fire District shall establish, adopt, and maintain a fee schedule in accordance with applicable provisions of the Arizona Revised Statutes. The fee schedule shall be reviewed periodically and updated as necessary to ensure compliance with statutory requirements and to reflect the costs associated with the services provided by the District.

ARTICLE XI – AMENDMENTS

Notice of intent to present amendments to the Bylaws for adoption shall be contained in the notice and agenda of a regular governing board meeting or a special board meeting called for that purpose. An affirmative vote of the majority of the governing board members present shall constitute adoption of the amendments.

All bylaws adopted shall conform to Arizona state law. Any bylaws not in such conformity shall be invalid and state law shall replace same.

Vicki Cox Golder
Chairperson of the Governing Board
of the Golder Ranch Fire District

The foregoing instrument was acknowledged before me this, 19th day of August, 2025, by Vicki Cox Golder as Chairperson of the Golder Ranch Fire District Board.

My Commission Expires