

5. Duties and Responsibilities. The Board is vested with the authority for managing the affairs of the District pursuant to the laws of the State of Arizona as may be applicable to governing the management of fire districts and best practices to achieve the best interests of the District.

A. Unless otherwise set forth by statute, the Board shall act through a majority of a quorum by action taken at a properly noticed public meeting.

B. The Board shall be responsible for adopting the District's budget and setting the District's policies in furtherance of the District's public safety mission.

C. The Board shall not engage in District operations and defers these duties to the Fire Chief to carry out in furtherance of the District's policies and the Board shall provide the Fire Chief with the resources necessary or reasonably required to do so.

D. The Board shall schedule and conduct a review of the Fire Chief's performance annually.

i. Prior to scheduling the Fire Chief's performance review, the Board shall establish the method and parameters of the performance review, taking into account, among any other factors, all requirements which may be contained in the Fire Chief's employment agreement, and the Fire Chief shall be provided written notice of the method and parameters of the performance review not less than 30 days prior to the Board's performance review.

ii. The Board shall conduct the Fire Chief's performance review in executive session in accordance with the relevant open meeting law statutes unless the Fire Chief requests it be conducted in open meeting.

iii. Within 30 days of the Board meeting at which time the Board conducted the Fire Chief's review, the Board shall prepare its preliminary written performance of the Fire Chief. Approval of the preliminary written performance shall be conducted in an open meeting.

iv. The Board shall provide the Fire Chief an opportunity to respond either in writing or orally to the Board's preliminary written performance review and shall provide the Fire Chief not less than 30 days to provide his or her response to the Board. (Note: The Fire Chief, in his or her sole discretion, may waive the right to respond and accept the preliminary written performance review in which case, the annual performance review process shall be complete.)

v. At the next regular meeting following the Fire Chief's response to the Board's preliminary performance review, the Board shall consider, at a properly called meeting, the Fire Chief's response and finalize its written performance review of the Fire Chief.