

**TOWN COUNCIL OF DEWEY-HUMBOLDT  
STUDY SESSION MEETING NOTICE**

**Tuesday, November 8, 2016 2:00 P.M.**

**COUNCIL STUDY SESSION MEETING  
2735 S. HWY 69**

**COUNCIL CHAMBERS, TOWN HALL  
DEWEY-HUMBOLDT, ARIZONA**

**AGENDA**

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. 38-431.03 (A) (3), which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. The Council meeting may be broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

**1. Call To Order.**

**2. Roll Call.** Town Council Members Arlene Alen, Jack Hamilton, Mark McBrady, Dennis Repan, Nancy Wright; Vice Mayor Doug Treadway; and Mayor Terry Nolan.

**3. Study Session.** No legal action to be taken.

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3

**3.1. Firewise Community Board Activity Report and staff update.**

27

**3.2. Improving water quality “solution” grant implementation details.** Seek council endorsement.

31

**3.3. Public Body Ethics Hearing Rules and Procedures Report and direction** (as directed at the August 9 Study Session).

**4. Special Session.** Legal action can be taken.

47

**4.1. Continuation of next steps for Referendum REF 16-01 “Referring Resolution 16-125 which authorizes and directs the Town Manager and Town Attorney to take necessary actions to acquire title to a certain parcel of real property on behalf of the Town for municipal purposes”.**

51

**4.2. Whether to hold additional special session(s) this month.** This is an established agenda item for Council’s discussion on whether to add an additional special study session and if so, to set the date.

**5. Adjourn.**

**For Your Information:**

Next Town Council Meeting: Tuesday, November 15, 2016 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, December 8, 2016 at 6:00 p.m.

Next Town Council Work Session: Tuesday, December 13, 2016 at 2:00 p.m.

If you would like to receive Town Council agendas via email, please sign up at [AgendaList@dhaz.gov](mailto:AgendaList@dhaz.gov) and type Subscribe in the subject line, or call 928-632-7362 and speak with Judy Morgan, Town Clerk.

**Certification of Posting**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the \_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.  
By: \_\_\_\_\_, Town Clerk's Office.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 632-7362 at least 24 hours in advance of the meeting.



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-8643 ▪ Fax 928-632-7365**

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## MEMO

Date: November 2, 2016

To: Yvonne Kimball

From: Steven Brown

Re: Council Memo on Firewise Update

Council approved staff working with community members to form a Firewise Board, made up of volunteers from the two areas originally established, to seek Firewise Certification, (Blue Hills and Foothills East).

- The first meeting of this group took place on June 8, 2016, and meetings have been held monthly through October.
- During the July 13, 2016 meeting, the Firewise Board was formulated with representatives from both areas, and leaders volunteered to coordinate the group's efforts toward certification and beyond. Also at this meeting, the Board adopted an Action Plan (see attached), and committed to continuing organization and efforts towards creating defensible space for residences in their neighborhoods.
- During the August 17, 2016 meeting, the Board discussed plans to take part with the Town in the Annual Fall Cleanup. The plan was to have a place set aside for the stockpiling of brush from member's clearing efforts. Will Orr, one of the Board members volunteered a chipper to come to the site after the cleanup had closed, and to chip all the slash collected into mulch. The mulch would then be made available as landscape cover to the public.
- During the September 14, 2016 meeting, the Board discussed plans to participate with the Town in manning a booth at the upcoming Agua Fria Days event in downtown Humboldt. The day of the event, several of the Board members and town staff manned the booth and distributed literature on Firewise and the Town services. We spoke to approximately 300 individuals that day.
- On October 20, 2016 the Board held a meeting, and only a handful of Board members were present, but we had the company of Shirley Howell, from Prescott Area Wildland Urban Interface Commission (PAWUIC), and she shared information about the upcoming availability of grant funding for Firewise efforts. Although sparsely attended, much information was imparted to those who were there.
- Members of the Board plan to attend the Council meeting on November 8, 2016 to discuss their activities and accomplishments, as well as their plans and desires to partner with the Council and the Town.

- There have been a number of Firewise assessments conducted on private property in the Blue Hills area, and a contractor has been working on PAWUIC grant funded clearing. The Firewise Board and some of the participants will be prepared to discuss their progress.

In addition, the Clean-up day in September and the Aqua Fria Day in October are both “Firewise” related. Council has allocated \$4000 in the FY 17 budget towards Firewise outreach activities. So far, Town has contributed about \$1000 towards “Firewise” events, including miscellaneous costs to host the “Firewise” meeting and the share during the Clean-up day event.

The “Firewise” certification application has been filed by staff. The application form is attached.

2016

## Firewise Communities/USA® Application

§ **Section A** — Upon completion of the recognition criteria outlined in the application below, please submit this form to your Firewise® State Liaison for review and approval. The submission deadline for all 2016 new community applications to the program is December 31, 2016. If your state does not have a Firewise Liaison please contact the Firewise Team at [Firewise@nfpa.org](mailto:Firewise@nfpa.org).

The Foothills East & Blue Hills located in Dewey-Humboldt in Yavapai County,  
(insert HOA/POA, community or neighborhood name) (enter name of city or town)

in the state of AZ; hereby submits this application to be officially recognized and designated as an active participant in the Firewise Communities/USA® Recognition Program for the calendar year 2016. Renewal requirements must be met annually to continue as an active program participant.

§ **Section B — Firewise Board/Committee:** A Firewise Board/Committee has been formed and will oversee continued development and implementation of the community's action plan based on the community assessment that has been completed. The board/committee will also oversee the annual renewal process.

Primary Community Point of Contact\*:

Full Name: Vickie Wendt  
Street Address: 735 Glendun Pl., Dewey, AZ 86327  
P. O. Box: \_\_\_\_\_  
City: Dewey State: AZ Zip Code: 86327  
Phone #: 928-710-9244 Email: thebluecollar@peoplepc.com

Secondary Community Point of Contact\*:

Full Name: Doug Treadway  
Street Address: 14715 Tanya Blvd  
P. O. Box: \_\_\_\_\_  
City: Dewey State: AZ Zip Code: 86327  
Phone #: 928-899-5409 Email: douglastreadway@yahoo.com

\*Please note an email address for both the primary and secondary contact is required. The primary point of contact will receive correspondence from the national Firewise Program staff.

§ **Section C — Forestry and Community Assistance Contact Information:** Please include the following information.

**Forestry Contact Information**

Name: Carrie Dennett  
Agency: Arizona State Forestry Division  
Address: 1110 West Washington, Suite 100  
P. O. Box: \_\_\_\_\_  
City: Phoenix State: AZ Zip Code: 85007-2935  
Phone #: 602-399-3078 Email: carriedennett@azsf.gov

List any additional agency that provided assistance. (e.g. fire department, emergency management, fire marshal, etc.)

Name: Andi Smith  
Agency: Central Yavapai Fire District  
Address: 8555 E. Yavapai Rd.  
P. O. Box: \_\_\_\_\_  
City: Prescott Valley State: AZ Zip Code: 86314  
Phone #: 928-308-8309 Email: asmith@CAZfire.org

§ Section D — Community Risk Assessment: Name of individual, company, organization or agency that conducted the Community Risk Assessment: Andie Smith (Central Yavapai Fire District)

Date the Community Risk Assessment was completed: 4/18/16

*Please Note: A copy of the Community Risk Assessment must be provided to the State Liaison with the application.*

§ Section E — Per Capita Mitigation Investment: An annual investment of at least \$2 per capita in local Firewise mitigation projects is required. Our community currently has 812 residents.  
(insert number of full and part time residents)

The 2016 hourly volunteer rate is \$23.07. Work by residents, volunteers, municipal or county employees, equipment rental, mileage for slash disposal, and local, state and federal grants used to meet the objective can be counted toward the annual investment. Our community's total investment for 2016 is: \$ \$5,492.80

*Please tell us about the mitigation activities that your community worked on during the year to meet your investment requirement. (Character limit in the box is 800.)*

Board Mtg 1 on 6/8/16, where 17 members met for two hour organizational gathering  
Board Mtg 2 on 7/13/16 where 16 members met for 2 hours and finalized an Action Plan  
Board Mtg 3 on 8/17/16 where 16 members met and planned the first Firewise Day(s) Event in conjunction with the Town Fall Cleanup  
Board Mtg 4 on 9/14/16 where 8 members met and planned second Firewise Day Event in conjunction with Agua Fria Days on October 1, 2016.

§ Section F — Annual Firewise Day/Event: Each year a designated Firewise Day/Event is required to continue an active designation. This activity should be promoted to all residents and their involvement/participation is strongly encouraged. Activities can include: a neighborhood chipping opportunity, a community clean-up day, mitigation in a commonly owned area, residents actively helping a senior or disabled resident with mitigation work they are unable to accomplish, a door-to-door outreach invitation, etc.

Date of the 2016 Firewise Day/Event: September 7-10, 2016 and October 1, 2016

Event Name: Fall Cleanup/Agua Fria Days

Event Location: Downtown Dewey-Humboldt

Total number of Attendees: 100/500

Brief Description of Event/Day Activity: *(Character limit in the box is 800.)*

First Firewise Day Event held in conjunction with Fall Cleanup from September 7 - 10, 2016, brush was accepted at the cleanup and chipped thanks to a donation of a chipper by one of our Board Members.

Firewise Board had a booth at the Agua Fria Festival, and distributed Firewise literature to residents in hopes of broadening board membership and participation There were approximately 450 visitors to the booth.

*Please note: A printed copy of the event's outreach components (flyers, newsletter, social media and media /news coverage) must be provided to the State Liaison with the application.*

§ Section G — Additional Information: Please include the latitude 34.30.11 and longitude 112.14.14 of an address located near the center of the community.

Use <http://itouchmap.com/latlong.html> to enter an address to find the latitude and longitude.

Upon completion of the application please forward all three pages to your State Firewise Liaison. To locate your state liaison's information [click here](#).

**§ Section H — State Liaison Use Only:** This section to be completed by the Firewise Communities/USA® state liaison or their designated representative: Please complete the section below and submit the completed application (Pages 1, 2 and 3 ONLY — Supporting documents are not required) to: [Firewise@nfpa.org](mailto:Firewise@nfpa.org) or to NFPA, Firewise Communities/USA® Recognition Program, One Batterymarch Park, Quincy, MA 02169. Questions? - please call 617-984-7494 (eastern time).

**(To be completed by State Firewise Liaison or their designee)**

The State Firewise Liaison or designated official has reviewed the application and has determined

\_\_\_\_\_ *(name of community)*

meets the requirements to become a 2016 Firewise Communities/USA recognition site.

Signature (State Firewise Liaison or their designee): \_\_\_\_\_

Date: \_\_\_\_\_

Mailing information for the representative designated as the recipient for community recognition materials:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Physical Street Mailing Address (no PO Boxes please): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please Note: Recognition materials include a customized plaque with the community's name. We request you verify the name and spelling of the community and ensure it is correct and listed below as it should appear for engraving purposes:

Community Name: \_\_\_\_\_

*(Please Print)*

*Two Firewise Communities/USA street signs will be provided upon receipt and processing of the application. If additional signage is desired, please call email us at [Firewise@nfpa.org](mailto:Firewise@nfpa.org).*

# Yavapai Communities Wildfire Protection Plan (CWPP)

## WILDLAND FIRE RISK AND HAZARD SEVERITY ASSESSMENT FORM

Date: 4/19/16  
 Subdivision/Neighborhood name: Blue Hills  
 Jurisdiction: CYFD  
 Assessor: Andie Smith

Assign a value to the most appropriate element in each category and place the number of points in the column in the right.

Element	Points
<b>A. Means of Access</b>	
1. Ingress and egress	
a. Two or more roads in/out	0 _____
b. One road in/out	7 <u>✓</u> _____
2. Road Width	
a. ≥ 24ft	0 <u>✓</u> _____
b. ≥ 20ft and < 24ft	2 _____
c. < 20 ft	4 _____
3. All-season road condition	
a. Surfaced road, grade < 5%	0 _____
b. Surfaced road, grade > 5%	2 <u>✓</u> _____
c. Non-surfaced road, grade < 5%	2 _____
d. Non-surfaced road, grade > 5%	5 _____
e. Other than all-season	7 _____
4. Fire Service Access	
a. ≤ 300ft with turnaround	0 _____
b. > 300ft with turnaround	2 <u>✓</u> _____
c. < 300ft with no turnaround	4 _____
d. ≥ 300ft with no turnaround	5 _____
5. Street Signs	
a. Present [4 in. in size and reflectorized]	0 <u>✓</u> _____
b. Not present	5 _____
<b>B. Vegetation (Fuel Models)</b>	
1. Characteristics of predominate vegetation within 300ft	
a. Light (e.g., grasses, forbs, sawgrasses, and tundra) NFDRS Fuel Models A, C, L, N, S, and T	5 _____
b. Medium (e.g., light brush and small trees) NFDRS Fuel Models D, E, F, H, P, Q, and U	10 <u>✓</u> _____
c. Heavy (e.g., dense brush, timber, and hardwoods) NFDRS Fuel Models (e.g., B, G, and O)	20 _____
d. Slash (e.g., timber harvesting residue) NFDRS Fuel models J, K, and L	25 _____
2. Defensible Space	
a. More than 100ft of vegetation treatment from the structure(s)	1 _____
b. 71ft to 100ft of vegetation treatment from the structure(s)	3 _____
c. 30ft to 70 ft of vegetation treatment from the structure(s)	10 <u>✓</u> _____
d. < 30ft of vegetation treatment from the structure(s)	25 _____
<b>C. Topography Within 91.4m (300ft) of Structure(s)</b>	
1. Slope < 9%	1 _____
2. Slope 10% to 20%	4 _____
3. Slope 21% to 30%	7 _____
4. Slope 31% to 40%	8 <u>✓</u> _____
5. Slope > 41%	10 _____

Element

Points

D. Additional Rating Factors (rate all that apply)

- 1. Topographical features that adversely affect wildland fire behavior 0-5 5
- 2. Areas with a history of higher fire occurrence than surrounding areas due to special Situations (e.g., heavy lightening, railroads, escaped debris burning, and arson) 0-5 3
- 3. Areas that are periodically exposed to unusually severe fire weather and strong dry winds 0-5 5
- 4. Separation of adjacent structures that can contribute to fire spread 0-5 0

E. Roofing Assembly

- 1. Class A roof 0 \_\_\_\_\_
- 2. Class B roof 3 \_\_\_\_\_
- 3. Class C roof 15 \_\_\_\_\_
- 4. Nonrated 25 ✓

F. Building Construction

- 1. Materials (predominate)
  - a. Noncombustible/fire-resistive siding, eaves, and deck 0 \_\_\_\_\_
  - b. Noncombustible/fire-resistive siding and combustible deck 5 \_\_\_\_\_
  - c. Combustible siding and deck 10 ✓
- 2. Building setback relative to slopes of 30% or more
  - a. ≥ 30ft to slope 1 \_\_\_\_\_
  - b. < 30ft to slope 5 ✓

G. Available Fire Protection

- 1. Water source availability
  - a. Pressurized water source availability
    - 500gpm hydrants ≤ 1000ft apart 0 \_\_\_\_\_
    - 250gpm hydrants ≤ 1000ft apart 1 \_\_\_\_\_
  - b. Nonpressurized water source availability (off site)
    - ≥ 250gpm continuous for 2 hours 3 \_\_\_\_\_
    - < 250gpm continuous for 2 hours 5 \_\_\_\_\_
  - c. Water unavailable 10 ✓
- 2. Organized response resources
  - a. Station ≤ 5 mi. from structure 1 \_\_\_\_\_
  - b. Station > 5 mi. from structure 3 ✓
- 3. Fixed fire protection
  - a. NFPA 13, 13R, 13D sprinkler system 0 \_\_\_\_\_
  - b. None 5 ✓

H. Placement of Gas and Electric Utilities

- 1. Both underground 0 \_\_\_\_\_
- 2. One underground, one aboveground 3 \_\_\_\_\_
- 3. Both aboveground 5 ✓

I. Totals for Home or Subdivision (Total of all points)

115

Hazard Assessment	Total Points
Low hazard	< 40
Moderate hazard	40-69
High hazard	70-112
Extreme hazard	> 112

(NFPA 1144 Standard for Protection of Life and Property from Wildfire, 2002)

# Yavapai Communities Wildfire Protection Plan (CWPP)

## WILDLAND FIRE RISK AND HAZARD SEVERITY ASSESSMENT FORM

Date: 4/19/16 East  
 Subdivision/Neighborhood name: FootHills  
 Jurisdiction: CYFD  
 Assessor: Andie Smith

Assign a value to the most appropriate element in each category and place the number of points in the column in the right.

Element	Points
<b>A. Means of Access</b>	
1. Ingress and egress	
a. Two or more roads in/out	0 <input checked="" type="checkbox"/>
b. One road in/out	7 _____
2. Road Width	
a. ≥ 24ft	0 <input checked="" type="checkbox"/>
b. ≥ 20ft and < 24ft	2 _____
c. < 20 ft	4 _____
3. All-season road condition	
a. Surfaced road, grade < 5%	0 _____
b. Surfaced road, grade > 5%	2 <input checked="" type="checkbox"/>
c. Non-surfaced road, grade < 5%	2 _____
d. Non-surfaced road, grade > 5%	5 _____
e. Other than all-season	7 _____
4. Fire Service Access	
a. ≤ 300ft with turnaround	0 _____
b. > 300ft with turnaround	2 <input checked="" type="checkbox"/>
c. < 300ft with no turnaround	4 _____
d. ≥ 300ft with no turnaround	5 _____
5. Street Signs	
a. Present [4 in. in size and reflectorized]	0 <input checked="" type="checkbox"/>
b. Not present	5 _____
<b>B. Vegetation (Fuel Models)</b>	
1. Characteristics of predominate vegetation within 300ft	
a. Light (e.g., grasses, forbs, sawgrasses, and tundra) NFDRS Fuel Models A, C, L, N, S, and T	5 _____
b. Medium (e.g., light brush and small trees) NFDRS Fuel Models D, E, F, H, P, Q, and U	10 <input checked="" type="checkbox"/>
c. Heavy (e.g., dense brush, timber, and hardwoods) NFDRS Fuel Models (e.g., B, G, and O)	20 _____
d. Slash (e.g., timber harvesting residue) NFDRS Fuel models J, K, and L	25 _____
2. Defensible Space	
a. More than 100ft of vegetation treatment from the structure(s)	1 _____
b. 71ft to 100ft of vegetation treatment from the structure(s)	3 <input checked="" type="checkbox"/>
c. 30ft to 70 ft of vegetation treatment from the structure(s)	10 _____
d. < 30ft of vegetation treatment from the structure(s)	25 _____
<b>C. Topography Within 91.4m (300ft) of Structure(s)</b>	
1. Slope < 9%	1 _____
2. Slope 10% to 20%	4 _____
3. Slope 21% to 30%	7 _____
4. Slope 31% to 40%	8 _____
5. Slope > 41%	10 <input checked="" type="checkbox"/>

Element

Points

D. Additional Rating Factors (rate all that apply)

- 1. Topographical features that adversely affect wildland fire behavior 0-5 5
- 2. Areas with a history of higher fire occurrence than surrounding areas due to special Situations (e.g., heavy lightening, railroads, escaped debris burning, and arson) 0-5 3
- 3. Areas that are periodically exposed to unusually severe fire weather and strong dry winds 0-5 5
- 4. Separation of adjacent structures that can contribute to fire spread 0-5 0

E. Roofing Assembly

- 1. Class A roof 0
- 2. Class B roof 3
- 3. Class C roof 15
- 4. Nonrated 25

F. Building Construction

- 1. Materials (predominate)
  - a. Noncombustible/fire-resistive siding, eaves, and deck 0
  - b. Noncombustible/fire-resistive siding and combustible deck 5
  - c. Combustible siding and deck 10
- 2. Building setback relative to slopes of 30% or more
  - a. ≥ 30ft to slope 1
  - b. < 30ft to slope 5

G. Available Fire Protection

- 1. Water source availability
  - a. Pressurized water source availability
    - 500gpm hydrants ≤ 1000ft apart 0
    - 250gpm hydrants ≤ 1000ft apart 1
  - b. Nonpressurized water source availability (off site)
    - ≥ 250gpm continuous for 2 hours 3
    - < 250gpm continuous for 2 hours 5
  - c. Water unavailable 10
- 2. Organized response resources
  - a. Station ≤ 5 mi. from structure 1
  - b. Station > 5 mi. from structure 3
- 3. Fixed fire protection
  - a. NFPA 13, 13R, 13D sprinkler system 0
  - b. None 5

H. Placement of Gas and Electric Utilities

- 1. Both underground 0
- 2. One underground, one aboveground 3
- 3. Both aboveground 5

I. Totals for Home or Subdivision (Total of all points)

72

Hazard Assessment	Total Points
Low hazard	< 40
Moderate hazard	40-69
High hazard	70-112
Extreme hazard	> 112

(NFPA 1144 Standard for Protection of Life and Property from Wildfire, 2002)

**TOWN OF DEWEY-HUMBOLDT  
FOOTHILLS EAST & BLUE HILLS  
FIREWISE COMMUNITIES  
ACTION PLAN**

The Town of Foothills East and Blue Hills communities have come together to work toward reducing our wildfire risk. We have formed a Board for the purpose of coordinating our efforts in this direction, with those of the Central Yavapai Fire District (CYFD), Prescott Area Wildland Urban Interface Committee (PAWUIC), State Forestry and Prescott National Forest staff. The following are the steps that make up our initial Action Plan, which will be reviewed and adjusted as our engagement with our membership and our knowledge grow.

**Action Steps**

- Establish Board Membership and Leadership
- Outline Firewise Activities - Board establishes specifics
- Review Foothills and Blue Hills community assessments prepared by CYFD.
- Establish Teams to conduct the individual assessments
- Conduct individual property Firewise Assessments utilizing "Home Ignition Zone Structure Assessment Guide."
  - Zone 1 (Home Ignition Zone) - 30 feet on all sides
  - Zone 2 - 30 to 100 feet from the home
  - Zone 3 - 100 to 200 feet from the home
- Teams coordinate cleanup days schedule to address individual team member's homes in keeping with Assessments done.
- Coordinate with Town of Dewey-Humboldt to Hold Firewise Events:
  - Brush Chipping in conjunction with Town Cleanup Day from September 7-10, 2016.
  - Community outreach through participation with Dewey-Humboldt in the Agua Fria Days Festival on October 1, 2016.
- Continue with monthly meetings to implement Action Plan, and to identify additional steps.

# FIREWISE COMMUNITIES/USA

## VOLUNTEER TIME SHEET



DATE	6/8/16
NAME OF PERSON/GROUP	Foothills/Bluet Hills Firewise
NUMBER OF VOLUNTEERS	15
CONTACT PERSON	Steven Brown
TELEPHONE	928-632-7362
ADDRESS	2735 S. Hwy 69, Dewey, AZ
E-MAIL	stevenbrown@jha2.gov
NO. OF HOURS WORKED	22.5
TYPE OF PROJECT	organizational meeting

ADDITIONAL INFORMATION:

*This was the initial organizational meeting*

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FIREWISE PARTICIPATION LIST

NAME	ADDRESS	MAILING ADDR	CITY	STATE	ZIP	PHONE	EMAIL	APN#		
WYATT ORR	14655 CIELO VISTA DR.	14655 CIELO VISTA DR.	Dewey	AZ	86327	928-899-6365		402	02	433N
PATRICK PORTER	9110 E. SMOKI TRL	9110 E. SMOKI TRL	Dewey	AZ	86327	928-775-5032	prescottporters@gmail.com	402	04-	015
DENNIS W. BROSSAU	1810 S. PIUTE	12817 N. 50th Ln	Glendale	AZ	853042009	602-843-3309	captgd@cox.net	402	04	033
PAT MARTIN	14500 E. AVALON DR.	14500 E. AVALON DR.	Dewey	AZ	86327	928-499-1180		402	02	419F
PAM LANDIS	2370 EDDS SAND TRL	P.O. Box 325	Humboldt	AZ	86329	N/A		402	06	002H
FRIEDA WALLACE	1201 APACHE KNOLLS TRL	PO BOX 276	Dewey	AZ	86327	928-632-1375		402	02	362D
TERRY NOLAN	1001 S. DEWEY RD	PO BOX 367	Dewey	AZ	86327	928-632-9754		402	01	057
NAOMI RAINS	11345 E. HENDERSON RD	11345 E. HENDERSON RD	Dewey	AZ	86327	928-632-5513	alohanav@aol.com	402	03	122J
BILL BOWERS	1790 S. PIUTE RD	1790 S. PIUTE RD	Dewey	AZ	86327	928-583-4520		402	04	032E
TROY MERCER	1020 S. SEMINOLE CIR	16333 W. IRIONWOOD ST	Surprise	AZ	85374	623-332-8311		402	04	236
LON ULLMANN	10425 POWERLINE RD	5621 WILLOW GROVE DR	Troy	MI	48085	248-670-6875	lon_ullmann@yahoo.com	402	03	141W
DOUG TREADWAY	14715 TANYA BLVD	14715 TANYA BLVD	Dewey	AZ	86327	928-899-5409	dougstreadwav@yahoo.com	402	02	432X
MARK MC BRADY		PO BOX 815	Dewey	AZ	86329	928-713-5161	markmbrady@cableone.net	402		
WIL ORR	600 S. APACHE KNOLLS TRL	PO BOX 1420	Dewey	AZ	86327	928-899-6365		402	02	432R
MARK GUGLLELMONI	9095 E. SHIRLEY LN	9095 E. SHIRLEY LN	Dewey	AZ	86327	928-308-3482		402	04	038
JEFF PEARCE	14300 E. BRADSHAW RD.	PO BOX 805	Dewey	AZ	86327	480-694-8923		402		
								402		
								402		
								402		
								402		



# FIREWISE COMMUNITIES/USA

## VOLUNTEER/IN-KIND TRACKING SHEET

PROJECT DATE	6/8/16
PROJECT LOCATION	Dewey-Humboldt Town Hall
TYPE OF PROJECT	2nd Board meeting
CONTACT PERSON	
TELEPHONE	Douglas Treadway/Patrick Porter 928-699-5409 / 928-308-8309
ADDRESS	9110 E. Smoki Trl, Dewey, AZ 86327
E-MAIL	ore.scott.porter@xahao.com
FIRE STAFF PRESENT	
	Andie Smith (CYFD)
COOPERATING ORGANIZATIONS	

VOLUNTEERS: # Vol. <u>15</u> X # Hours <u>2</u> X hourly rate posted at <a href="http://www.independentsector.org">www.independentsector.org</a> = \$ <u>706.80</u>			
TECHNICAL SUPPORT: # Hours <u>4</u> X hourly rate = \$ <u>188.48</u>			
COSTS INCURRED (Attach supporting documentation.):			
Item <u>snacks for meeting</u>	Cost	\$	<u>50.00</u>
Item _____	Cost	\$	_____
Item _____	Cost	\$	_____
TOTAL MONIES EXPENDED ON PROJECT			\$ <u>945.28</u>
COMMENTS:			

PREPARED BY: Steven Brown DATE: 6/9/16

# FIREWISE COMMUNITIES/USA

## VOLUNTEER TIME SHEET



DATE	2/13/16
NAME OF PERSON/GROUP	Foothills/Blue Hills Firewise
NUMBER OF VOLUNTEERS	16
CONTACT PERSON	Douglas Trendway / Patrick Porter
TELEPHONE	925-899-5409      925-308-8309
ADDRESS	91100 Smokey Trl.
E-MAIL	douglastrendway@yahoo.com, PrescottPorter@yahoo
NO. OF HOURS WORKED	32
TYPE OF PROJECT	Board meeting

ADDITIONAL INFORMATION:

At this meeting the Board adopted the Action Plan's held initial discussions about scheduling Firewise events

Doug Treadwell  
 Patrick Blue  
 Foothills Dem. 3, PA  
 7/13/16

FIREWISE MEETING  
 PARTICIPATION LIST

8/17 next

NAME	PHYSICAL ADDRESS	MAILING ADDRESS	PHONE	EMAIL
Andie Smith	13018 Toro St	86327	308 8309	asmith@caz-fire.org
F Otto Dony	14850 E Eagle	86327	815-344-5855	tardis07@aol.com
F Kate Silver	14850 E Eagle	86327	630-234-4186	Silver0325@yahoo.com
BH P Parker	<del>988</del> 9110 Smoki	86327	928-95330837	PrescottParker@gmail.com
BH Dave & Loretta Zepeda	11950 <sup>E</sup> SEDONA PATH	86327	213-598-5129	Zepedada2@gmail.com
Sam C Joy	14517 <sup>E</sup> Avalon	86327	602-399-5939	sams_sams@yahoo.com
F Doug Treadwell	14715 Tanya Blvd	86327	928/899-5409	dougles.treadwell@yahoo.com
BH NA Rains	11345 <sup>E</sup> HENDERSON RD	86327	928-632-5513	Calohanay@aol.com
BH Terry Nolan	1001 S. Dewey Rd	P.O. Box 367 Humboldt		Mayor.Nolan@AAZ.gov
BH Dennis W. Brosseau	1810 S Piute Rd	86327	602-843-3309	captod@cox.net
BH Bill Bowers	1790 S. PIUTE RD	86327	928-583-4521	NONE
F PAT MARTIN	14500 <sup>E</sup> AVALON DR.	86327	928-499-1180	patconn1@gmail.com
F Wk Orr	6005. Apache Knolls	P.O. Box 1420, 86327	928-899-6365	worr@jmscott.edu
BH Victoria Wentz	735 S. Glendora	SAME	928-710-9214	TheBlueCollar@peoplenet.com
BH Lon Ullmann	10425 Powerline Rd.	86327	248-670-6875	Lon-Ullmann@Yahoo.com
F Yal James	9311 E. Cranberry Rd.	86327	602.881.2047	vandrewsjames@aol.com



# FIREWISE COMMUNITIES/USA

## VOLUNTEER/IN-KIND TRACKING SHEET

PROJECT DATE	<del>08/08</del> 7/13/16
PROJECT LOCATION	Dewey-Humboldt Town Hall
TYPE OF PROJECT	Initial Board organization meeting
CONTACT PERSON	Steven Brown
TELEPHONE	<del>928-632-7362</del> 928-632-7362
ADDRESS	2735 S. Hwy 69, Humboldt, AZ 86309
E-MAIL	stevenbrown@dhaz.gov
FIRE STAFF PRESENT	Andie Smith (CyFD) Bob Betts (Pawvic)
COOPERATING ORGANIZATIONS	state forestry prescott national forest

VOLUNTEERS: # Vol. <u>15</u> X # Hours <u>2</u> X hourly rate posted <u>\$ 706.80</u> at <a href="http://www.independentsector.org">www.independentsector.org</a> =			
TECHNICAL SUPPORT: # Hours <u>16</u> X hourly rate = <u>\$ 576.96</u>			
COSTS INCURRED (Attach supporting documentation.):			
Item <u>snacks for meeting</u>	Cost	\$	<u>50.00</u>
Item _____	Cost	\$	_____
Item _____	Cost	\$	_____
TOTAL MONIES EXPENDED ON PROJECT			<u>\$ 1133.76</u>
COMMENTS:			

PREPARED BY: Steven Brown DATE: 7/14/16

# FIREWISE COMMUNITIES/USA

## VOLUNTEER TIME SHEET



DATE	8/17/16
NAME OF PERSON/GROUP	Foothills/Bluehills Firewise
NUMBER OF VOLUNTEERS	16
CONTACT PERSON	Douglas Treadway, Patrick Porter
TELEPHONE	928-899-5409      928-308-8309
ADDRESS	9100 Smoki Trail
E-MAIL	douglastreadway@yahoo.com
NO. OF HOURS WORKED	32
TYPE OF PROJECT	Board meeting

ADDITIONAL INFORMATION:

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FIREWISE PARTICIPATION LIST

NAME	ADDRESS	MAILING ADDR	CITY	STATE	ZIP	PHONE	EMAIL	APN#		
WYATT ORR	14655 CIELO VISTA DR.	14655 CIELO VISTA DR.	Dewey	AZ	86327	928-899-6365		402	02	433N
PATRICK PORTER	9110 E. SMOKI TRL	9110 E. SMOKI TRL	Dewey	AZ	86327	928-775-5032	prescottporters@gmail.com	402	04-	015
DENNIS W. BROUSSEAU	1810 S. PIUTE	12817 N. 50th Ln	Glendale	AZ	853042009	602-843-3309	captgd@cox.net	402	04	033
PAT MARTIN	14500 E. AVALON DR.	14500 E. AVALON DR.	Dewey	AZ	86327	928-499-1180		402	02	419F
PAM LANDIS	2370 EDDS SAND TRL	P.O. Box 325	Humboldt	AZ	86329	N/A		402	06	002H
FRIEDA WALLACE	1201 APACHE KNOLLS TRL	PO BOX 276	Dewey	AZ	86327	928-632-1375		402	02	362D
TERRY NOLAN	1001 S. DEWEY RD	PO BOX 367	Dewey	AZ	86327	928-632-9754		402	01	057
NAOMI RAINS	11345 E. HENDERSON RD	11345 E. HENDERSON RD	Dewey	AZ	86327	928-632-5513	alohanay@aol.com	402	03	122J
BILL BOWERS	1790 S. PIUTE RD	1790 S. PIUTE RD	Dewey	AZ	86327	928-583-4520		402	04	032E
TROY MERCER	1020 S. SEMINOLE CIR	16333 W. IRIONWOOD ST	Surprise	AZ	85374	623-332-8311		402	04	236
LON ULLMANN	10425 POWERLINE RD	5621 WILLOW GROVE DR	Troy	MI	48085	248-670-6875	lon_ullmann@yahoo.com	402	03	141W
DOUG TREADWAY	14715 TANYA BLVD	14715 TANYA BLVD	Dewey	AZ	86327	928-899-5409	douglastreadway@yahoo.com	402	02	432X
MARK MC BRADY		PO BOX 815	Dewey	AZ	86329	928-713-5161	markmcbrody@cableone.net	402		
WIL ORR	600 S. APACHE KNOLLS TRL	PO BOX 1420	Dewey	AZ	86327	928-899-6365		402	02	432R
MARK GUGLIELMONI	9095 E. SHIRLEY LN	9095 E. SHIRLEY LN	Dewey	AZ	86327	928-308-3482		402	04	038
JEFF PEARCE	14300 E. BRADSHAW RD.	PO BOX 805	Dewey	AZ	86327	480-694-8923		402		
								402		
								402		
								402		
								402		



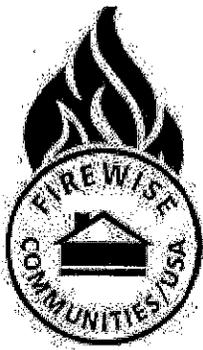
# FIREWISE COMMUNITIES/USA

## VOLUNTEER/IN-KIND TRACKING SHEET

PROJECT DATE	8/17/16
PROJECT LOCATION	Dewey-Humboldt Town Hall
TYPE OF PROJECT	Board meeting
CONTACT PERSON	
CONTACT PERSON	Douglas Treadway / Patrick Porter
TELEPHONE	928-899-5409 / 928-308-8309
ADDRESS	9110 E. Smoki Trail, Dewey, AZ 86327
E-MAIL	prescottporter@yahoo.com
FIRE STAFF PRESENT	
COOPERATING ORGANIZATIONS	

VOLUNTEERS: # Vol. <u>16</u> X # Hours <u>2</u> X hourly rate posted at <a href="http://www.independentsector.org">www.independentsector.org</a> =	\$ <u>753.92</u>
TECHNICAL SUPPORT: # Hours <u>6</u> X hourly rate =	\$ <u>1888.48</u>
COSTS INCURRED (Attach supporting documentation.):	
Item <u>snacks for mtg.</u>	Cost \$ <u>50.00</u>
Item _____	Cost \$ _____
Item _____	Cost \$ _____
TOTAL MONIES EXPENDED ON PROJECT	\$ <u>992.40</u>
COMMENTS:	

PREPARED BY: Steven Brown DATE: 8/19/16



# FIREWISE COMMUNITIES/USA

## VOLUNTEER/IN-KIND TRACKING SHEET

PROJECT DATE	9/14/16
PROJECT LOCATION	Dewey Humboldt Town Hall
TYPE OF PROJECT	Board meeting
CONTACT PERSON	Douglas Treadway
TELEPHONE	928-899-5409
ADDRESS	9110 Smoki Trl.
E-MAIL	douglastreadway@yahoo.com
FIRE STAFF PRESENT	Shirley Howell (PAWVIC) Shawn Jackson (BLM)
COOPERATING ORGANIZATIONS	

VOLUNTEERS: # Vol. <u>8</u> X # Hours <u>2</u> X hourly rate posted at <a href="http://www.independentsector.org">www.independentsector.org</a> = \$ <u>379.00</u>			
TECHNICAL SUPPORT: # Hours <u>4</u> X hourly rate = \$ <u>94.80</u>			
COSTS INCURRED (Attach supporting documentation.):			
Item	<u>snacks for meeting</u>	Cost	\$ <u>25.00</u>
Item	_____	Cost	\$ _____
Item	_____	Cost	\$ _____
TOTAL MONIES EXPENDED ON PROJECT			\$ <u>498.80</u>
COMMENTS:			

PREPARED BY: Steven Brown DATE: 9/15/16

# FIREWISE COMMUNITIES/USA

## VOLUNTEER TIME SHEET



DATE	9/14/16
NAME OF PERSON/GROUP	Foothills East/Blue hills Firewise
NUMBER OF VOLUNTEERS	8
CONTACT PERSON	Douglas Treadway/Patrick Porter
TELEPHONE	928-899-5409 / 928-308-8309
ADDRESS	9110 smoki Trl
E-MAIL	douglastreadway@yahoo.com
NO. OF HOURS WORKED	16
TYPE OF PROJECT	Board mtg.

ADDITIONAL INFORMATION:

At this meeting board members discussed their participation in the Agua Fria Day Festival



# FIREWISE COMMUNITIES/USA

## VOLUNTEER/IN-KIND TRACKING SHEET

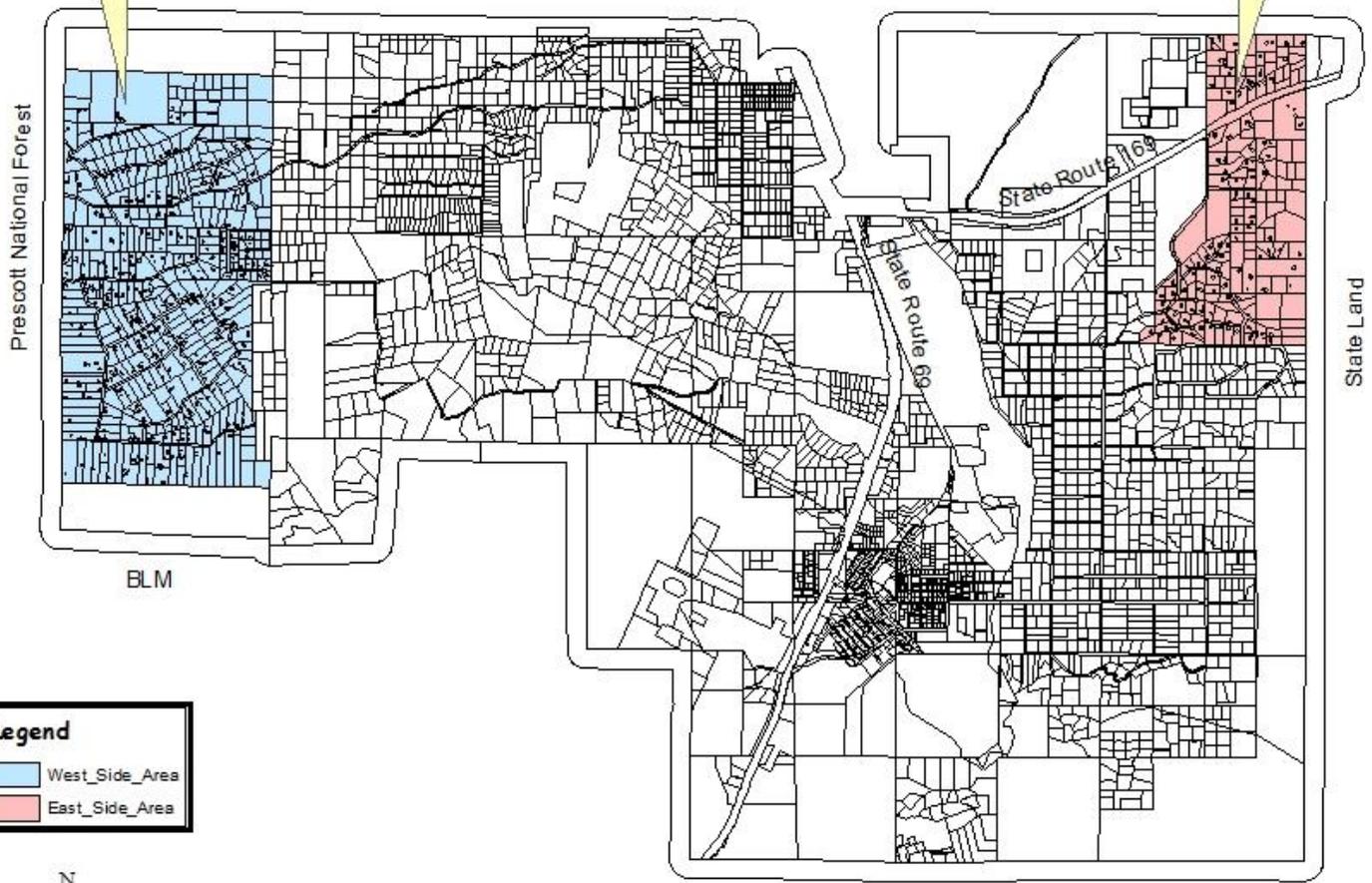
PROJECT DATE	10/1/2016
PROJECT LOCATION	Downtown Humboldt
TYPE OF PROJECT	Agua Fria Festival
CONTACT PERSON	Vickie Wendt
TELEPHONE	908-710-9244
ADDRESS	735 S. <del>Glendon</del> Glendon Pl., Dewey, AZ
E-MAIL	thebluecollar@peoplepc.com
FIRE STAFF PRESENT	Carrie Bennett
COOPERATING ORGANIZATIONS	Town of Dewey-Humboldt Dewey-Humboldt Historic Society

VOLUNTEERS: # Vol. <u>4</u> X # Hours <u>8</u> X hourly rate posted <u>\$ 759.00</u> at <a href="http://www.independentsector.org">www.independentsector.org</a> =			
TECHNICAL SUPPORT: # Hours <u>2</u> X hourly rate = <u>\$ 47.36</u>			
COSTS INCURRED (Attach supporting documentation.):			
Item _____	Cost	\$ _____	
Item _____	Cost	\$ _____	
Item _____	Cost	\$ _____	
TOTAL MONIES EXPENDED ON PROJECT			<u>\$ 805.36</u>
COMMENTS: maintained Firewise booth @ Agua Fria Festival with approx. 450 individuals stopping by.			

# Town of Dewey-Humboldt Firewise Community Areas

Blue Hills Community Area

Northeast Foothills Community Area

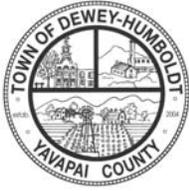


**Legend**

- West\_Side\_Area
- East\_Side\_Area



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**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 ▪ Fax 928-632-7365**

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**TOWN COUNCIL REGULAR MEETING**

**November 3, 2016, 2.00 p.m. Town Council Meeting Chambers**

**Agenda Item # 3.2. Improving water quality “solution” grant implementation details.**

Seek council endorsement

**To: Mayor and Town Council Members**

**From: Yvonne Kimball, Town Manager**

**Date submitted: November 3, 2016**

**Recommendation: review the details and provide directions**

**Summary:**

In the FY 16-17 budget, Council allocated \$10,000 for a water quality “solution” grant. The goal of this program is to promote public health through financial assistance to residents who wish to improve their water quality.

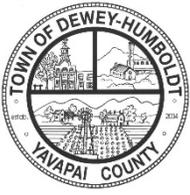
Staff has designed to run this program after the completion of the second round of the water testing kits program.

Each grant award will be up to \$100 of cash reimbursement to the resident who has implemented some kind of water treatment measure to improve water quality. All D-H residents are eligible to apply, including those who have participated in the water testing kit program and those who have not. The funding is able to fund approximately 100 eligible applicants/households.

Attached are program details. Staff seeks your input and direction to implement.

## Process for Water Treatment Grant

- Budget = \$10,000
- Individual Grants Limited to \$100
- First come-first served
- Based on Reimbursement
- To be awarded, grantee's proposed solutions must be demonstrated to address one or more of the concerned elements, such as Arsenic, Copper or Lead through Town's Well Water Testing programs. applicants that have not participated in the testing kit program are also eligible to receive grant if concerns can be demonstrated and supported by official document.
- The advertising for and award of grant funds will be held off until the participants in the second round of well water testing have had a chance to obtain results to offer the solutions grant to allow participants in both rounds equal opportunity to the grant funds.
  - December- Advertisement in Newsletter and to our email list of past participants in the Well Water Testing.
  - January – February: Accept applications for grant funding
- Awards made during February/March after reviewing the applications received.
- To reach efficiency, staff intends to make the award decision. Staff will report to Council if any unforeseen issue occurs. Staff will report to Council the program outcome after the award decision is made. If council wishes the awards to be handled in a different manner, staff can figure out how to implement your direction.



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-8643 • Fax 928-632-7365**

**Drinking Water Improvement**  
**Grant Application**

The Town of Dewey-Humboldt is offering grant funds to residents of the Town to assist in the implementation of measures to improve the quality of drinking water in their homes\*.

The following information must be completed in order to qualify to receive grant funds. The application must be submitted at Town Hall starting \_\_\_\_\_, 2017 along with receipts. Grants up to the amount of \$100 will be awarded to the first 100 applicants submitting applications, who demonstrate a reasonable connection between measures implemented and the improvement of the quality of the water provided to their homes and provide copies of the receipts that demonstrate that they have invested a minimum of \$100 towards the of that solution.

\* The Town intends to promote public health and encourages residents who are concerned with their drinking water quality to make necessary improvement measures. Town does not accept responsibility for the adequacy nor the effectiveness of the chosen solution implemented

**Applicant Name:** \_\_\_\_\_

**(Print)**

**Signature:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Address**

**Phone:** \_\_\_\_\_

**Description of measures taken to improve water quality at the above address.**

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**Attachment – receipt(s)**



## Assistance Offered For Well Water Quality Improvement!!

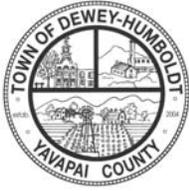
The Town of Dewey-Humboldt is offering to **Residents of the Town**, an opportunity to access grant funding from the Town, to implement solutions\* aimed at improving water quality. The Town is not a public utility provider, however, we recognize the concerns of our citizens and wish to provide assistance. Grant funds will be first come-first served, limited to \$100 and will be made available starting on December 6, 2016 to qualifying residents.

Grant awardees will be required to complete an application, demonstrating the implementation of a solution with a reasonable connection to the improvement of the quality of the water from their wells, and provide copies of the receipts that demonstrate that they have invested a minimum of \$100 towards that solution.

If more applications are received than the available funding can support, there will be a process of qualifying that will examine the likely effectiveness of the implemented solution, and in no case will more than 100 applicants be funded.

\*The Town of Dewey-Humboldt accepts no responsibility for the effectiveness of the solutions implemented by residents nor does the Town accept any financial responsibility beyond the one-time grant award of \$100 per successful applicant.

**Applications for the Grant can be obtained from: Steven Brown at (928) 632-7362 or by email at: [stevenbrown@dhaz.gov](mailto:stevenbrown@dhaz.gov)**



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 ▪ Fax 928-632-7365**

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**TOWN COUNCIL WORK SESSION**

**November 8, 2016, 2.00 p.m. Town Council Meeting Chambers**

**Agenda Item # 3.3. Public Body Ethics Hearing Rules and Procedures Report and direction** (as directed at the August 9 Study Session).

**To: Mayor and Town Council Members**

**From: Yvonne Kimball, Town Manager**

**Date submitted: November 3, 2016**

**Recommendation: review the details and provide directions**

**Summary:**

At the August 9<sup>th</sup> meeting, upon CM Alen's request, the Council directed Judge Kelley to spearhead developing a set of rules and procedures for the public body ethics hearings. Town Attorney Susan Goodwin and I also had a chance to review and comment on the rules and procedures. Attached you will find the rules and procedures.

Judge Kelley also suggested some forms to go along with the rules and procedures. They are not complete yet. The flow charts/timelines designed by Judge Kelley are attached.

**TOWN OF DEWEY-HUMBOLDT HEARING OFFICER AND COUNCIL RULES OF PROCEDURE  
FOR ETHICS COMPLAINTS**

Commented [YK1]: this is added to reflect rule 13 and 14 as Susan suggested.

The following rules will apply in all cases that come before the Town of Dewey-Humboldt Ethics Hearing Officer for alleged violations of the DH Code of Ethics.

**Rule 1 – Commencement of Action**

If a resident thinks that a violation of Chapter 35 of the Dewey-Humboldt Code of Ordinances, (2) Code of Ethics and Conduct has occurred, he shall complete a complaint form (1) and file it with the Town Clerk within 14 days of the discovery of the alleged violation.

This form is available online or at Town Hall.

The form will include the date of filing of the complaint, the date of the alleged violation, the facts supporting the complaint, which portion of the code is alleged to have been violated, the name of the person alleged to have violated the code and the complainant's contact information.

Within 7 days or receipt of the complaint, the Town Clerk shall forward the complaint and supporting documentation to the Ethics Hearing Officer.

The Hearing Officer shall schedule a date and time for the hearing within forty-five days of the date of the complaint which date may be extended by the Hearing Officer for good cause. The Ethics Hearing Notice (3) will include the date, time and location of the hearing on the complaint and a copy of the Town of Dewey-Humboldt Hearing Officer Rules of Procedure for Ethics Complaints. (4) The Notice will be served on all parties by first class mail. The hearing is not subject to the open meeting law.

The Hearing Officer shall provide notice of the hearing to the complainant and public official alleged to have violated this chapter at least ten (10) days days prior to the hearing.

**Rule 2 – Amending the Complaint**

The Hearing Officer may allow the complaint to be changed at any time before his written decision is issued if no additional or different ethics violation is alleged and if substantial rights of the public official are not thereby prejudiced.

The Hearing Officer may allow a complaint to be changed at the hearing in order to make it consistent with evidence that is presented, as long as the change does not include any additional or different ethics violations and if the Hearing Officer determines that the rights of the Public Official are not harmed by making the change.

Any changes to the complaint are considered to have been included in the original Complaint as of the date it was issued.

**Rule 3 – Dismissing the Complaint**

The Hearing Officer will dismiss an ethics complaint when a request for dismissal is received from the complainant. A request to dismiss an ethics complaint may be made on or before the date of the hearing.

If an Ethics Complaint is dismissed, the hearing will not be held. The Town Clerk will notify the public official and the complainant that the Complaint has been dismissed and the hearing is cancelled.

Any dismissal granted under this Rule shall be without prejudice.

**Rule 4 – Notice of Right to Counsel**

The Hearing Officer shall, as a part of the Notice of Hearing, provide public official with written notice of his right to be represented by an attorney. (4) (A copy of these rules attached to the complaint may serve as such notice.)

If a public official or the public official's attorney does not notify the Town Clerk of his plan to be represented by an attorney at least 10 days before the hearing, the right to representation by an attorney is considered to be waived. If the public official can show a good reason why he did not notify the Town Clerk of his plan to be represented by an attorney, the Hearing Officer may reinstate the public official's right to representation by an attorney, but may also grant a recess or continue the hearing to a later date in order to give the complainant additional time to prepare his case.

The complainant may also be represented by an attorney with the same procedures applicable as listed above for the public official.

**Rule 5 – Public official's response to Complaint – Default**

The public official may either admit or deny responsibility for the violation(s) by appearing at the hearing or by mailing to the Hearing Office no less than 10 days before the hearing a short statement signed by the public official or by the public official's attorney admitting to or denying the violation(s) listed in the Complaint.

If the public official admits responsibility for the violation(s), the hearing will not be held. Instead, the Hearing Officer will enter a Finding of Ethics Violation (5) and will provide to both the public official and the complainant a copy of the Findings. The Findings shall contain the potential consequences per the code of Ordinances for a finding of violation.

The Hearing Officer shall forward his Findings to the Town Council within five business days of the receipt of the admission of violation.

If the public official denies responsibility for the violation(s), the hearing will be held on the date and time listed in the Ethics Hearing Notice.

If the public official does not respond to the Hearing Notice in writing and fails to appear at the hearing, the Hearing Officer will find the public official to be in Default, will enter a Finding of Ethics Violation and will forward his written decision of same to the Town Council within 5 business days. The Findings shall contain the consequences per the Code of Ordinances for a finding of violation.

**Rule 6 – Discovery**

At least one week prior to the hearing, both parties shall produce for inspection by the opposing party any prepared exhibits and written or recorded statements of any witness which may be offered at the hearing. Failure to comply with this Rule may result, at the Hearing Officer's discretion, in the sanction of granting a recess or continuance to permit such inspection or denying admission of the evidence not so exchanged.

This Rule may be complied with by leaving copies of the aforesaid items and a list of witnesses with the Town Clerk 10 days before the hearing to be picked up by the opposing party one week prior to the hearing date.

### **Rule 7 – Subpoenas**

At the request of either the Complainant or public official, the Hearing Officer may issue a subpoena to any person who is not involved in the case and who is 18 years of age or older, requiring that person to attend the hearing. A person who has been subpoenaed will receive a witness fee for each day of appearance at a hearing plus reimbursement for mileage at the Town's current reimbursement rate. The party requesting the subpoena pays the witness fee and mileage which shall be paid at the time of service.

Service of the subpoena will be the responsibility of the party requesting the subpoena. Service may be by first class mail, the sheriff, his deputies or by any other person who is not a party and is not less than eighteen (18) years of age.

### **Rule 8 – Postponement of Hearing**

The Hearing Officer may postpone a hearing for a period not to exceed 60 days if requested to do so upon any motion of any party or on his own motion, if the Hearing Officer believes it is appropriate to do so and the interests of justice so require.

If the hearing is postponed, the Hearing Office will provide notice of the new hearing date to both parties. Notice to the parties will be by first-class mail.

Absent extraordinary circumstances, no hearing shall be continued by the Hearing Officer without notice to both parties.

### **Rule 9 – Rules of Evidence**

The Arizona Rules of Evidence shall not apply in cases coming before the Hearing Officer. Any evidence that is offered may be included if the Hearing Officer believes that the evidence is important and relevant to the case.

### **Rule 10 – Order of Proceedings**

All testimony will be given under oath or affirmation.

The standard for proof of a violation shall be preponderance of the evidence.

The order of proceedings shall be as follows:

- a. Testimony of the complainant's witnesses
- b. Testimony of defense witnesses
- c. Testimony of the complainant rebuttal witnesses, if any
- d. Testimony of defense rebuttal witnesses, if any
- e. Argument of the parties or their counsel if permitted by the Hearing Officer.
- f. Ruling by the Hearing Officer. The ruling shall include written findings, conclusions and the opinion of the Hearing Officer.
- g. The Hearing Officer shall forward his written decision to the Town Council within five business days of the end of the hearing.

The written decision shall be a public record.

If, at the end of the proceeding, the complainant has prevailed, the Findings of the Hearing Officer will proceed to the Town Clerk for scheduling and distribution to the Town Council for sanctions.

**Commented [YK2]:** If council is wondering whether the Hearing Officer has the authority to issue subpoenas. Judge Kelley can explain.

If, at the end of the proceeding, the Hearing Officer does not find that there has been a violation by a preponderance of the evidence, the public official will be found not responsible and the case dismissed.

**Rule 11 – Record**

An audio or videotape record of the hearing will be made and maintained by the Town Clerk for a period of one year from the date of the hearing. A typed transcript of the hearing may be made if requested. The party requesting the typed transcript will pay for it.

**Rule 12 – Default**

If neither the public official nor the public official's attorney appears at any hearing, the Hearing Officer will find the public official to have committed the violation(s) and the allegations of the complaint shall be deemed admitted, and enter a Finding of Ethics Violation and forward his written decision to the Town council within 5 business days of the hearing. The Hearing Officer may only set aside a Finding of Ethics Violation if it is established that the public official's failure to appear at the hearing was not the result of his own negligence. Any such claim shall be filed with the Hearing Officer within 48 hours of the scheduled hearing.

If the complainant fails to appear at any hearing, the Hearing Officer will dismiss the Complaint.

**Rule 13 - Town Council Review**

The Town Council shall review the Findings of Ethics violation submitted by the Hearing Officer at its next regularly scheduled meeting or at a special meeting, Town Council's review may be postponed until after the Hearing Officer issues his decision on any request to set aside the Hearing Officer's Finding of Ethics Violation pursuant Rule 12 for failure to appear at the hearing.

If the complainant is a member of the Town Council, he shall recuse himself from the discussion and vote.

If the decision of the Hearing Officer is that the public official violated this chapter, the Council shall determine what sanctions, if any shall be imposed.

**The decision of the Town Council shall be final.** The complainant shall be notified in writing of the Decision of the Council. (6)

**Rule 14 – Disposition by the Town Council**

The Town Council's review of the Hearing Officer's Findings will be to determine whether the decision of the Hearing Officer was supported by the evidence. The Town Council's review will be limited to the information presented to the Hearing Officer during the case (this includes exhibits.) No new evidence will be allowed.

Upon a finding of a violation(s), the Town Council will determine what sanctions, if any, will be imposed.

For a first minor violation, the Council may discuss the violation with the public official and explain how to avoid a violation in the future.

For a second minor violation, the Council may either discuss the violation with the public official or may adopt a public censure.

**Commented [YK3]:** Consistent with Ordinance 15-112. Rule 13 and Rule 14 mirrors many of the same language covered by Ord. 15-112. Judge Kelley and I thought it would be prudent to list them here also. However, if council feel it is unnecessary to repeat the same information, we can remove duplicated language.

For a third minor violation, the Council may adopt a public censure.

For a first major violation, the Council may adopt a public censure.

For a second major violation, the Council may remove the public official from a town board, committee or commission, or remove him from representing the Town at other government entities such as CYMPO, NACOG, WAC or the like.

For a third major violation, the Council may impose a fine of up to \$500 as described in ss. 10.99 of the DH Code of Ordinances.

The Town Council will make a decision regarding what sanctions, if any, will be imposed on the initial date set on the Town of Dewey-Humboldt Regular or Special Meeting Notice.

**Rule 15 – Public Record**

All of the Procedures regarding Ethics violations are matters of public record.

Related documents:

- (1) Ethics Complaint Form
- (2) Chapter 35 of the DH Code of Ordinances – Code of Ethics and Conduct
- (3) Ethics Hearing Notice
- (4) Town of DH Hearing Officer Rules of Procedure for Ethics Complaints
- (5) Finding of Ethics Violation
- (6) Decision of Council

Time Line (attached PDF documents)



OFFICE USE ONLY  
Date of filing \_\_\_\_\_

**TOWN OF DEWEY-HUMBOLDT  
ETHICS COMMITTEE COMPLAINT FORM**

*Copy*

Use this form to report a violation of Ordinance 15-112 (Chapter 35) Code of Ethics and Conduct for members of the Town Council and Town Boards, Commission and Committees. A copy of the Code of Ethics Ordinance is attached.

**COMPLAINANT INFORMATION**

Name \_\_\_\_\_ Title/Position/Agency (If applicable) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

**PUBLIC OFFICIAL AGAINST WHOM COMPLAINT IS BROUGHT**

Name \_\_\_\_\_ Title/Position Held (If known) \_\_\_\_\_  
 Contact Information (if known) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**STATEMENT OF FACTS**

Date and Time of Violation \_\_\_\_\_  
 Location of Violation \_\_\_\_\_  
 Section of Code violated \_\_\_\_\_  
 Please explain the basis for and facts supporting your complaint. If necessary, attach additional sheets.

Names and phone numbers of witnesses: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Section of State Statute or Town Code or Ethics Code you believe was violated (if known): \_\_\_\_\_

**SIGNATURE**

By signing and filing this complaint, you are stating under penalty of law that the information you are providing is true and correct to the best of your knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 State of Arizona )  
 County of \_\_\_\_\_ )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me, \_\_\_\_\_ (Print name of Notary Public), the undersigned officer, appeared \_\_\_\_\_, (Print name of person filing the complaint, whose signature is being notarized) (known to me) (or satisfactorily proven) (circle one) to be the person whose name appears above, and s/he subscribed his/her name to the foregoing complaint and swore that the facts contained in this Affidavit are true to the best of his/her knowledge and belief.

\_\_\_\_\_  
 Notary Public

My Commission expires: \_\_\_\_\_

(seal)

*If additional pages are used, both the complainant and the Notary Public must sign and date each page.*  
 Submit to Town Clerk's Office. Upon submission to the Town Clerk's Office the document will be considered a public record. Within ~~three~~ seven days of receipt of the complaint, the Town Clerk shall forward the complaint and supporting documentation to a hearing officer.

Chapter 35

Code of Ethics Ordinance

(2)

Ethics Hearing Notice

(3)

Rules of  
Procedure for  
Ethics Complaints

(4)

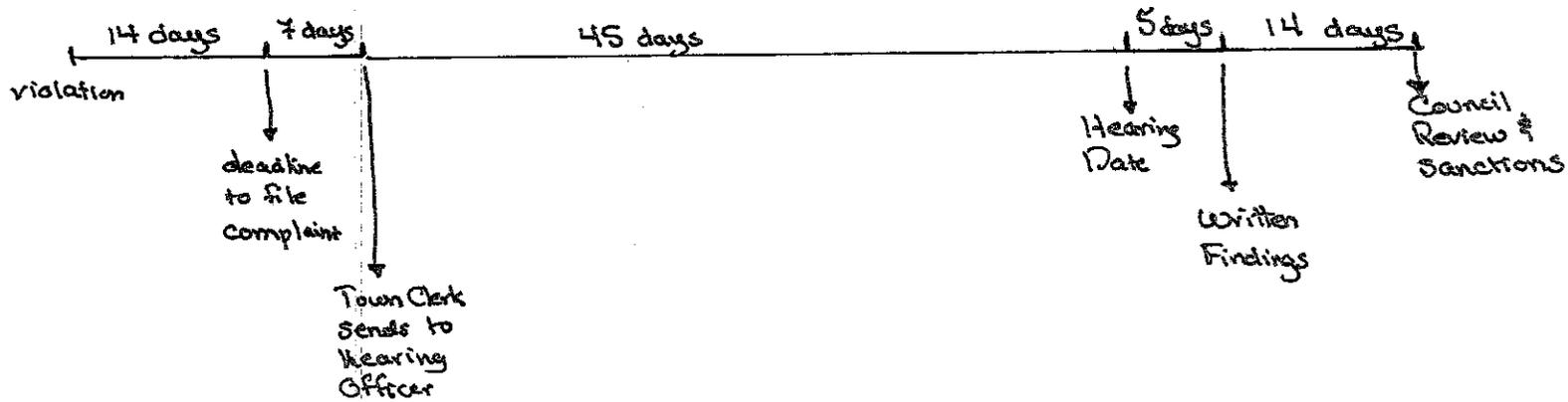
Findings  
of  
Ethic  
Violations

(5)

Decision of  
Council

(6)

# General Time line



days

14

7

45

5

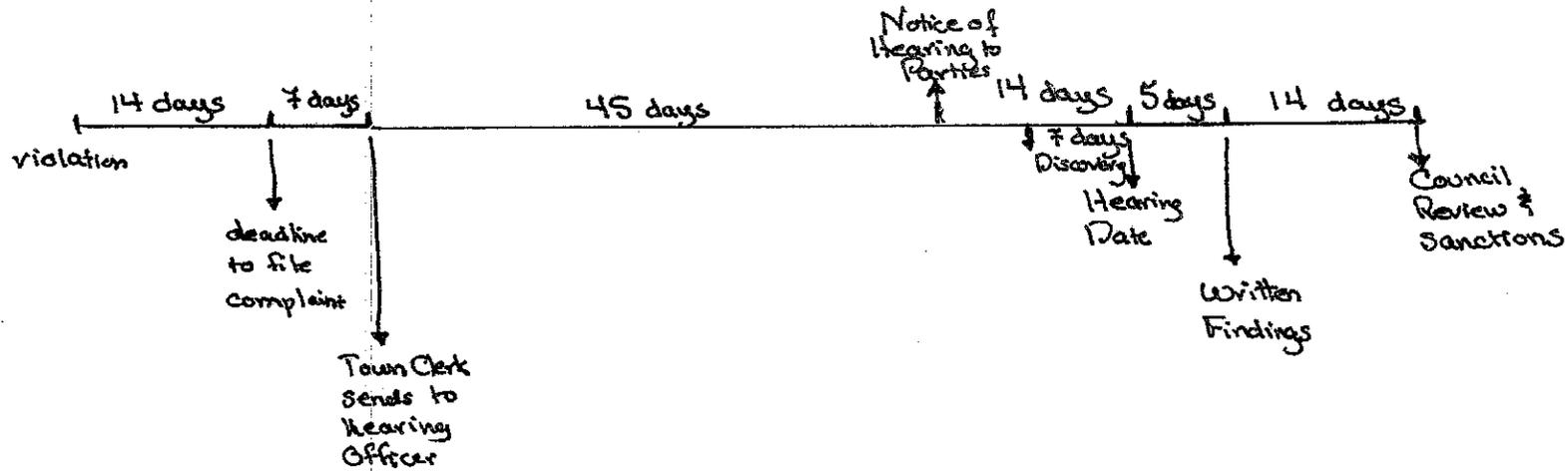
< 14

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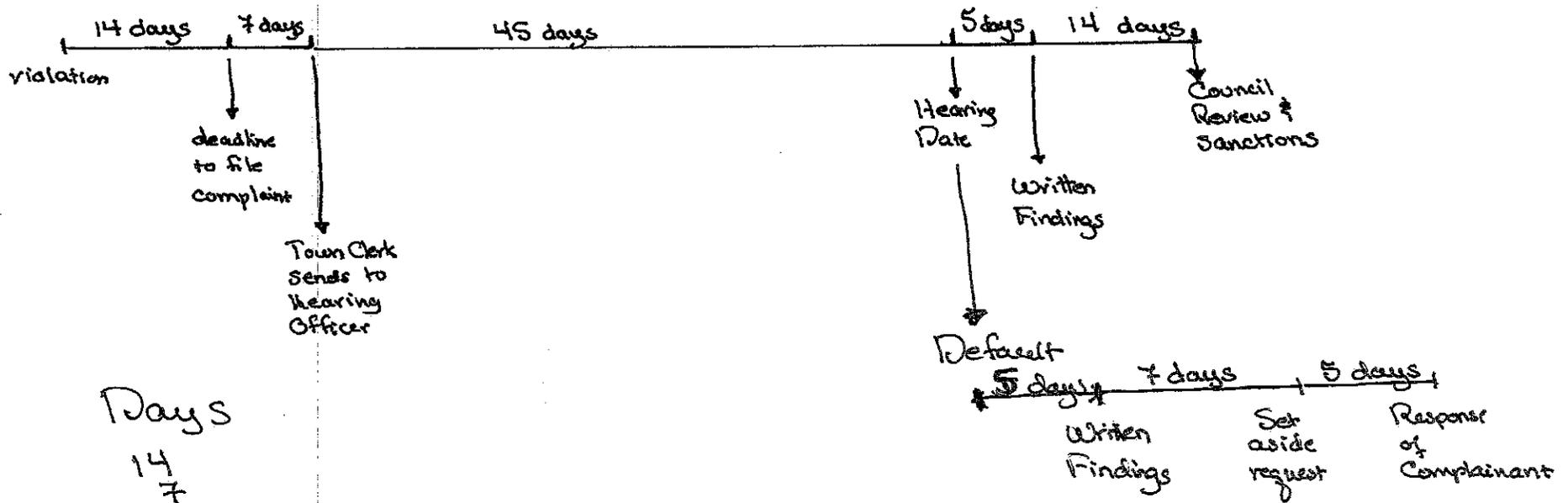
85 days

Continuances may add up to 60 days.

# Discovery Timeline (within 45 day period)



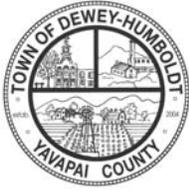
# Default Timeline



Days

14  
 + 7  
 45  
 + 5  
 + 5  
 + 5  
 ?? (time until hearing held)  
 + 5  
 < 14  
 -----  
 102 ++

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**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 ▪ Fax 928-632-7365**

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## **TOWN COUNCIL WORK SESSION**

**November 8, 2016 – 2:00 p.m. Town Council Meeting Chambers**

**Agenda Item # 4.1. Continuation of next steps for Referendum REF 16-01 “Referring Resolution 16-125 which authorizes and directs the Town Manager and Town Attorney to take necessary actions to acquire title to a certain parcel of real property on behalf of the Town for municipal purposes”.**

**To: Mayor and Town Council Members**

**From: Judy Morgan, Town Clerk**

**Date submitted: November 4, 2016**

### **Summary:**

At the November 1, 2016 Regular Meeting Council heard Referendum efforts for REF16-01 had a sufficiency of signatures to move forward to an election. Council’s options included calling a special election on any one of the 4 consolidated elections dates each year or doing nothing, which would default the referendum to the Town’s next regular primary/general election in August 2018. Council had questions for the Town Attorney and Town Clerk that required further research. The answers to these questions are provided below:

1. Q. When does Council have to call a special election by?

A. The Council may call the election on any of the consolidated election dates at any time (subject to the requirements of the County and statutes for elections) but the election must be held no later than the Town’s next regularly scheduled election which in this case is August, 2018.

2. Q. If defaulting to the next regular election, can future council change it to be held sooner (call a special election)

A. Yes. If the Council does not call the election now, the Council may call the election at a later date.

3. Q. What can be done in response to the referendum petition wording without changing the referendum?

A. The petition wording is not what will appear on the ballot. The “official title”, “descriptive title” and ballot wording are prepared by the secretary of state and approved by the attorney general for state measures, pursuant to ARS 19-125(D). For municipalities, the role of the secretary of state is filled by the Town Clerk and the role of the attorney general is filled by the Town Attorney. So the Town writes the wording and is not tied to the wording on the petition. Anyone can submit an argument for or against (as I stated in the meeting) and, as long as it does not exceed the number of words permitted, they can say whatever they want about the measure.

The Council also asked about the possibility of cancelling an election if they call one for March, 2017. This question is probably more of a practical one than a legal one. Once the election is called, the County goes to work to hold the election, including printing ballots, etc. The issue

may be whether the county will stop and whether the Town will still have to pay for the election once the County begins working on it. We do not know the answer to those questions.

From November 1<sup>st</sup> Council Communication – Town Code 30.043 and Consolidated Election Dates

- a. By default, the referendum will go on the next primary/general election ballot. This is scheduled to occur in August 2018.
- b. If Council wishes the referendum measure to go to the voters in an election prior to the default date, Council needs to call a special election and direct the date. Consolidated election dates for 2017 are March 14, 2017, May 16, 2017, August 29, 2017 and November 7, 2017. At this time, deadlines can be met to put it on any of these four consolidated election dates. Cost estimate for a special election is \$12,000.

Town Code *30.043 Referendum and Initiative Elections* stipulates:

(A) When a referendum or initiative is required to be placed upon the ballot, the Council shall do so either:

- (1) At the next regularly scheduled town primary or general election or state general election; or
- (2) Call a special election to be held on any date authorized by A.R.S. § 16-204.

Attachments: Application for Referendum Serial Number for REF 16-01 referring Resolution 16-125.

**APPLICATION FOR INITIATIVE OR REFERENDUM PETITION SERIAL NUMBER**

Secretary of State  
1700 W. Washington Street, 7th Floor  
Phoenix, AZ 85007

The undersigned intends to circulate and file an **INITIATIVE** or a **REFERENDUM** (circle the appropriate word) petition and hereby makes application for the issuance of an official serial number to be printed in the lower right-hand corner of each side of each signature sheet of such petition. Pursuant to Arizona Revised Statutes § 19-111, attached hereto is the full text, in no less than eight point type, of the **MEASURE** or **CONSTITUTIONAL AMENDMENT** (circle appropriate word) intended to be **INITIATED** or **REFERRED** (circle appropriate word) at the next general election.

**SUMMARY:** A description of no more than one hundred words of the principal provisions of the proposed law, constitutional amendment or measure that will appear in no less than eight point type on the face of each petition signature sheet to be circulated. *VOTE NO! THIS VOTE WILL OVER TURN THE TOWN COUNCIL'S DECISION TO SPEND A LARGE SUM OF MONEY TO BUY THE OLD BANK BUILDING FOR THE HISTORICAL SOCIETY'S MUSEUM. THIS PUBLIC MONEY SHOULD BE SPENT TO BENEFIT THE WHOLE TOWN AND NOT JUST ONE SPECIAL ORGANIZATION. TOWN NEGDS SHOULD COME BEFORE HISTORICAL SOCIETY'S WANTS, THIS PUBLIC MONEY WOULD BE BETTER SPENT ON OTHER TOWN PROJECTS LIKE TOWN ROADS.*

*Jack Hamilton*  
Signature of Applicant  
JACK HAMILTON  
Printed Name of Applicant  
13140 E. HARVEST VIEW WAY  
Address  
DEWEY-HUMBOLDT ARIZONA 86327  
City State Zip  
928-632-0040  
Telephone Number

~~None~~ JACK HAMILTON  
Name of Organization (if any)  
13140 EAST HARVEST VIEW WAY  
Address  
DEWEY AZ 86327  
City State Zip  
928-632-0040  
Telephone Number  
JACK HAMILTON  
Name of Officer and Title

13140 EAST HARVEST VIEW WAY  
Address  
DEWEY AZ 86327  
City State Zip  
928-632-0040  
Telephone Number  
JACK HAMILTON  
Name of Officer and Title  
13140 EAST HARVEST VIEW WAY  
Address  
DEWEY AZ 86327  
City State Zip  
928-632-0040  
Telephone Number

Date of Application 9/21/2016  
Signatures Required 103  
Deadline for Filing 10/21/16  
Serial Number Issued REF 16-01  
FOR OFFICE USE ONLY

Revised 11/92

68 words

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**November 8, 2016 Work Session Council**

- ✦ ~~Municipal bill of rights presentation (Steven)~~
- ✦ Firewise board activity report (steven along with firewise board members)
- ✦ Improve water quality “solution” grant implementation details council endorsement (if not sooner; Feb. cut-off date, Steven)
- ✦ Public Body Ethics Hearing Rules and Procedures Report (tentative by YK)
- ✦ Referendum 16-1 (directed at the Nov. 1 meeting)

**November 15, 2016 Regular Council**

- ✦ quarterly public safety reports – judy please confirm with presenters
- ✦ Grand Canyon University tuition IGA
- ✦ Ordinance 16-131 Annexing the 200-foot remainder parcels of property adjacent to the North Boundary of the Town of Dewey-Humboldt, west of SR 69.
- ✦ Wells Fargo presentation at the request of the council on October 18.
- ✦ Note - Registration of the Rural transportation submit (register by Dec. 1, discount)
- ✦ Speed radar signs report

**December 6, 2016 Regular Council**

- ✦ 5-year service presentation – Yvonne
- ✦ Swearing in of new Council. (JM)
- ✦ Re-appointment of Commissioners who’s terms are due to expire January 2017. (JM)

**December 8, 2016 Planning and Zoning**

- ✦ Review of Zoning Code

**December 13, 2016 Work Session Council**

- ✦

**December 20, 2016 Regular Council**

- ✦ Vice Mayor appointment. (based on the clarification with the council at the 12/15/2015 meeting- council)
- ✦ DH HS Aqua Fria Fest accounting report (per Festival accountability contract)
- ✦ Council regional organization appointments (PG no 15-01) *“Council will review the Regional Organization appointee list to reappoint and/or continue the existing appointments at the **second regular Council meeting in December of each year.**”*

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*Items contained within are tentative in nature. Official meeting agendas are subject to changes without further notices and will be published according to the Open Meeting Law and other applicable codes and regulations.*