

**BUCKSKIN FIRE DEPARTMENT**  
8500 Riverside Drive  
Parker, AZ 85344

**REQUEST FOR ITEM TO BE PLACED ON AGENDA**

Your Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Mailing Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

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

Please state your affiliation with our District:

- Buckskin Fire District Resident
- Buckskin Fire District Board Member
- La Paz County District 2 Representative
- Other: \_\_\_\_\_

Please state the item you wish to be presented on the upcoming agenda? (Be as specific as possible) \_\_\_\_\_

\_\_\_\_\_

Please state the reason you wish to have the item presented: \_\_\_\_\_

\_\_\_\_\_

Please state the proposed outcome you are seeking: \_\_\_\_\_

\_\_\_\_\_

Please check the appropriate box in which the item is related:

- Administration
- Personnel
- Other: \_\_\_\_\_

Do you have any supporting documentation you wish to present with this agenda item?

- Yes
- No

If yes, have you attached it to this form?  Yes  No

**Please read the following statement prior to signing this document:**

I have requested Buckskin Fire District to consider the aforementioned item to be placed on the agenda for the following Board Meeting: \_\_\_\_\_.  
(Please state date of intended meeting.)

I have requested this information for a noncommercial purpose.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Requested

(Include your position if you are a District Board Member, County Representative, HOA Representative or Name of Company/Developer)

**As per Buckskin Fire District Fire Board Rules & Regulations:**

**Rule 10 – Board Meeting Agendas**

- D. Agenda Items Offered by District Citizens: Members of the public may request an item be placed on a future agenda by filling out a “Agenda Item Request Form” and submitting it to the Board Chairperson or Fire Chief. In order to allow staff the opportunity to resolve the matter before placing the item on the agenda, the request should be submitted at least fourteen (14) calendar days prior to the meeting for consideration and approval by the Chairperson and Fire Chief to agendize the item as submitted.

For Office Use Only:	
Date Request Received:     /     /	Received By:
Date Request Reviewed:     /     /	Reviewed By:
Comments/Suggestions:	
All Supporting Documentation Attached?	<input type="checkbox"/> Yes
Has Request Been Submitted In a Timely Manner?	<input type="checkbox"/> Yes
Is the Request Relevant to District Affairs?	<input type="checkbox"/> Yes
Does the Chairman of the Board Approve Content?	<input type="checkbox"/> Yes
Date Request Has Been <input type="checkbox"/> APPROVED/ <input type="checkbox"/> DENIED _____ / _____ / _____ By: _____	