

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

March 14, 2011

MINUTES

1. CALL TO ORDER/ROLL CALL OF BOARD MEMBERS

Board Chairman John Range called the Fire Board Meeting to order on Monday, February 14, 2011 at 2:00 p.m. at Central Yavapai Fire District Training Center, 9601 E. Valley Road, Prescott Valley, Arizona.

Members Present: Board Chairman John Range, Board Clerk Bob Gardiner Board Members Bob Page, Tony Reiter and Mike Generalli

Members Absent: None

Staff: Chief Michael Parrish, Assistant Chief Mary Dalton and Administrative Manager Judy Wright.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

3. CALL TO THE PUBLIC

Board Chairman Range stated that he had decided to suspend the Call to the Public at this meeting. When questioned by an audience member, he replied that as Chairman, it was his option to do so and therefore he was suspending the Call to the Public on this date.

4. CONSENT AGENDA

A. Approval of Minutes:

February 01, 2011 - Special Session

February 01, 2011 – Executive Session for Legal Advice

February 14, 2011 – Regular Session

February 14, 2011 – Executive Session re: Interview of Fire Board Candidates

February 14, 2011 –Executive Session re: Training Center Drainage and Personnel Matters re; Fire Chief Selection

Tony Reiter made a motion to approve the consent agenda as presented. Bob Page seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli

NAYS: None

5. REPORTS AND CORRESPONDENCE

A. General Fund Financial Statements

Tony Reiter made a motion to approve the February payroll, accounts payable check registers, direct deposit reports, and income statement as submitted. Bob Gardiner seconded the motion. MOTION CARRIED

AYES: Range, Gardiner, Reiter, Page, Generalli

NAYS: None

B. Bond Update - Financial Statements

Bob Page made a motion to approve the February Financial Statements as submitted. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli

NAYS: None

C. Bond Update – Training Center Development

Assistant Chief Dalton advised that Phase II of the Training Center construction was progressing extremely well and that this should be completed within 4 -5 weeks. She said that we were continuing to move forward with the building design for Phase III – the warehouse and Class A Burn Building. She thanked Captain Kelahan for the time he has dedicated to the design of the Class A Burn Building. She also answered questions from Board Members regarding these matters.

1. Approve Change Order 3R – Drafting Pit – Assistant Chief Dalton advised the Board that we had made modifications to the Drafting Pit and that the final cost was approximately \$4,000 less than originally stated. She asked for approval of the revised change order for this drafting pit.

Tony Reiter made a motion to approve change order 3R for a Drafting Tank and hydrant Training System in the amount of \$160,103.00. Bob Gardiner seconded the motion. MOTON CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli

NAYS: None

2. Approve Change Order 4 – Asphalt and Curbing Repair.

Assistant Chief Dalton explained that we have several places on the west property line at the Training center where the asphalt and curbing are failing and need to be repaired. She said that this road was constructed in the first phase of the training center development and is built immediately on top of the new Transwestern pipeline.

Sandy Griffis of Yavapai County Contractors Association addressed the Board and wanted to know why we had signed a release with Transwestern if we knew that their crews were not trained in roadway construction.

Chief Dalton responded by explaining that prior to the road being built, we signed an agreement with Transwestern which provided the District with funds for the easement and also \$163,598.31 to pay for the road construction. In exchange for this payment, we signed a release which stated that Transwestern would not be responsible for any further expenses if the road failed. Transwestern had advised CYFD that their crews were only trained in pipeline construction and not necessarily roadway construction and

that by accepting the check we had waived any further claim on Transwestern. Chief Dalton also answered questions from Board Members.

Tony Reiter made a motion to approve Change Order #4 for asphalt and curbing repair in the amount of \$18,114.00. Bob Page seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli
NAYS: None

3. Approve Change Order 5 – Arizona Public Service Fee

Assistant Chief Dalton advised the Board that in order to complete the development to the east portion of the CYFD Training Center, we needed to bring power to this portion of the property. Included in the board packet was a copy of the letter from APS outlining the process, the line extension agreement, the APS statement of charges and change order #5 from Danson Construction in the amount of \$42,101

John Range made a motion to approve the change order #5 – Arizona Public Service Fee in the amount of \$42,101. Bob Page seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli
NAYS: None

D. Bond Update – Station 58

Architect Michael Taylor addressed the Board and stated that the completed schematic design had been submitted to the City of Prescott Valley for approval. He answered questions from Board Members.

Assistant Chief Cook then advised the Board that Fann Construction was widening the road immediately in front of the station and that they were using our empty lot to store asphalt millings. He said that they would be paying us rent for this.

E. Letters from Citizens

Board Chairman Range did not review the letters received from citizens this past month, but did mention that he appreciated receiving them.

F. Monthly Division Reports – Reports from the Fire Chief and Staff

Board Chairman Range reviewed the highlights of the monthly division reports from the Fire Chief and staff in regard to the current activities of the Fire District and the status and progress relating thereto.

6. VOTE TO GO INTO EXECUTIVE SESSION

A. Tony Reiter made a motion to go into Executive Session for Legal Advice pursuant to A.R.S. §38-431.03(A)(3) and Instruction to District Legal Counsel pursuant to A.R.S. §38-431.03(A)(4) re: Training Center Drainage. Bob Page seconded the motion. MOTION CARRIED

AYES: Range, Gardiner, Page, Reiter, Generalli
NAYS: None

At approximately 2:30 p.m., the Board adjourned out of Public Session and into Executive Session.

At approximately 2:55 p.m., the Board reconvened in Public Session.

7. OLD BUSINESS

A. Training Center Drainage

Chairman Range advised that legal counsel was given direction on how to proceed with this matter.

B. Fiscal Year 2011-2012 Budget Update with Associated Goals and Guidelines

Assistant Chief Dalton presented a draft budget to the Board and answered questions from Board Members. She stated that staff needed to know in what direction the Board wished to go regarding reducing the budget for the upcoming fiscal year. There was a discussion regarding tax/levy rate and the impact of various options as well as a discussion about keeping wages frozen for the third year in a row and other benefits that had increased in cost. Chief Dalton answered questions from Board Members. She advised that we will approve the tentative budget in May, posting and publishing it for at least 30 days, and after that time, we can decrease but not increase the budget. The Board requested that staff work on a plan of reducing the current levy by 10% and present the results to the Board at the next meeting.

8. NEW BUSINESS

A. Approve Bid and Agreement for Station 53 Phase III Parking Lot Concrete

Facilities Maintenance Coordinator Norm Rorick answered questions from the Board on this project. He explained what needed to be done at Station 53.

Mike Generalli made a motion to approve agreement between Central Yavapai Fire District and Northern Arizona Commercial Concrete for a small commercial project in the amount of \$50,923.20. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli

NAYS: None

B. Approve Bid for Cardiac Monitor/Defibrillator from Assistance to Firefighter Grant

Battalion Chief Gary Cordes explained that although Phillips was the lowest bidder, they were unable to meet the bid proposal specifications. He recommended approving the bid from Physio Control. Chief Cordes also answered questions from Board Members.

Bob Page made a motion to accept the bid from Physio Control for six monitors in the amount of \$32,144, which is our 20% portion of the grant. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli

NAYS: None

C. Request Approval to Transfer \$13,187 from Training & Travel/Ops to Special Detail/Training Instructors

Assistant Chief Dalton advised the Board that we found that we could conduct our own in-house training for NIMS ICS 300/400 classes by bringing in outside instructors and paying for our own certified training instructors, plus associated backfill costs for less money than it would cost to send out supervisors to attend these classes elsewhere.

She said that this was necessary because most of the grants that we apply for require our personnel to be ICS 300/400 trained and we need to get in compliance. Additionally, this incident command training is very beneficial to our personnel.

Sandy Griffis of Yavapai County Contractors Association addressed the Board with questions regarding the training of our personnel and why we needed to spend this sum of money. She wondered if we were delinquent in the training of our people. She also said that she had spoken with Lifeline and some other Fire Districts and there seemed to be no cost incurred in this ICS Training.

Chief Bliss responded by saying that FEMA had instituted the requirement this year and therefore had a large number of personnel who needed this class. Chief Parrish then advised that the ICS 100/200 classes could be done on line at no charge, however the ICS 300/400 classes were more involved and hands-on and therefore needed to be done in a classroom. Ms. Griffis said that these explanations made sense to her.

Tony Reiter made a motion to approve the transfer of \$13,187 from Training & Travel/Ops account to Special Detail/Instructor Pay and associated payroll tax accounts. Bob Gardiner seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli
NAYS: None

D. Approve Fire Protection Contract - Frankel

Chief Parrish asked for the Board's approval on the Fire Protection for the Frankel property. Assistant Chief Bliss stated that he had checked the area to judge response times and that there are four other houses in that area that have been contacted to see if they would like to be annexed into the District. In the meantime, Mr. Frankel wished to have fire protection.

Tony Reiter made a motion to approve the fire protection contract on the Frankel property at 4250 Surprise Spring Lane, Prescott, effective March 1, 2011 in the prorated amount of \$1,207.64. Bob Page seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli
NAYS: None

9. ADJOURNMENT

The meeting was adjourned at 3:35 p.m.



Bob Gardiner, Board Clerk