

NOTICE OF MEETING

The Central Yavapai Fire District Board of Directors will meet on Monday, April 11, 2011 at 2:00 p.m. The meeting will be held at the Fire District Fire Training Center, 9601 E. Valley Road, Prescott Valley, Arizona. The Board may vote to go into Executive Session on any agenda item, pursuant to A.R.S. §38-431.03(A)(3) for discussion and consultation for legal advice with the District's Attorney on matters as set forth in the agenda item. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS
2. PLEDGE OF ALLEGIANCE
3. CALL TO THE PUBLIC
Comments and complaints from the public. Those wishing to address the Central Yavapai Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public due to restrictions of the Open Meeting Law; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or that the matter be placed on a future agenda.
4. CONSENT AGENDA
All matters listed under Consent Agenda are considered to be routine by the Central Yavapai Fire District Board and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately (FOR DISCUSSION AND POSSIBLE ACTION)

Approval of Minutes:
March 14, 2011 Regular Session
March 14, 2011 Executive Session – Legal Advice
5. REPORTS AND CORRESPONDENCE
 - A. General Fund Financial Statements
 - B. Bond Update – Financial Statements
 - C. Bond Update
 1. Training Center Development
 2. Bond Update - Station 58
 - D. Letters from Citizens
 - E. Monthly Division Reports-Report from the Fire Chief and staff in regards to current activities of the Fire District and the status and progress relating thereto
6. VOTE TO GO INTO EXECUTIVE SESSION
 - A. 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
 - B. Personnel Matters Pursuant to A.R.S. §38-431.03(A)(1) Regarding: Discuss Employment Contract with New Fire Chief
 - C. 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: New Fire Chief's Employment and Contract
7. OLD BUSINESS
 - A. Training Center Drainage
 - B. Fiscal Year 2011-2012 Budget Update
8. NEW BUSINESS
 - A. Approve Employment Contract between Central Yavapai Fire District and Paul Nies
 - B. Approve Fire Protection Contract – Mingus Mountain Estate Residential Center, Incorporated
 - C. Approve Master Fire Protection Contract
 - D. Government Finance Officers Association (GFOA) Distinguished Budget Award
 - E. Approve SWAT Paramedic Intergovernmental Agreement (IGA) with Prescott Valley Police Department
 - F. Appoint and Swear in PSPRS and Volunteer Pension Board Chairman
 - G. Discussion and Possible Approval to Reimburse Fire Chief Candidate
 - H. Appoint a CM@R Contractor for CYRTA Phase III
 - I. Approve CYFD Policy Amendments
 - J. Discuss Board Packet Preparation and Distribution
 - K. Discussion and Direction Regarding New Fire Chief's Employment and Contract
9. ADJOURNMENT

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If any disabled person needs any type of accommodation, please notify  
Central Yavapai Fire District at (928)772-7711 prior to the scheduled meeting time.



TO: Fire Board  
FROM: Chief Parrish  
DATE: April 6, 2011

SUBJECT: CALL TO THE PUBLIC

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*The Chairman shall announce this portion of the CYFD Board meeting as a Call to the Public. This portion of the meeting is for consideration and discussion of comments or complaints from the public. The Chairman shall ask those wishing to address the Board to raise their hand so they may be recognized. They must state their name and address for the record. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on issues raised during the Call to the Public due to restrictions of the Open Meeting Law.*

*If warranted, issues raised may be placed on the agenda of a future meeting.*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: April 6, 2011

SUBJECT: CONSENT AGENDA  
APPROVAL OF MINUTES

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*All matters listed under Consent Agenda are considered to be routine by the Central Yavapai Fire District Board and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately (FOR DISCUSSION AND POSSIBLE ACTION)*

*Minutes are attached from the following meetings for your review and approval:*

*March 14, 2011 Regular Session  
March 14, 2011 Executive Session – Legal Advice*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: GENERAL FUND FINANCIAL STATEMENTS

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*The March general fund direct deposit reports, payroll and accounts payable check registers, and income statement are attached for your review and approval.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: BOND UPDATE - FINANCIAL STATEMENTS

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*The March accounts payable check registers, income statements, and graphs are attached for your review and approval.*

*If you have any questions, please contact me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: BOND UPDATE - TRAINING CENTER DEVELOPMENT

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*Assistant Chief Dalton will be available at the Board meeting to update the Board regarding the training center development.*

*If you have any questions, please contact me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: BOND UPDATE - STATION 58

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*Assistant Chief Cook and Architect Michael Taylor will be available at the Board meeting to update Board on the progress of Station 58.*

*If you have any questions, please contact me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: April 6, 2011

SUBJECT: LETTERS FROM CITIZENS

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*Attached are letters received since the last regular meeting.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: April 6, 2011

SUBJECT: VOTE TO GO INTO EXECUTIVE SESSION  
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) REGARDING:  
TRAINING CENTER DRAINAGE

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*This item is placed on the agenda so that the Board may go into Executive Session for legal advice regarding the Training Center / Ace property drainage and soil erosion issues.*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: April 6, 2011

SUBJECT: VOTE TO GO INTO EXECUTIVE SESSION  
PERSONNEL MATTERS PURSUANT TO A.R.S. §38-431.03(A)  
(1) REGARDING: DISCUSS EMPLOYMENT CONTRACT WITH  
NEW FIRE CHIEF

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*This item is placed on the agenda so that the Board may go into Executive Session to discuss employment contract with new fire chief.*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: April 6, 2011

SUBJECT: VOTE TO GO INTO EXECUTIVE SESSION  
LEGAL ADVICE PURSUANT TO A.R.S. §38-431.03(A)(3) AND  
INSTRUCTION TO DISTRICT LEGAL COUNSEL PURSUANT  
A.R.S. §38-431.03(A)(3) RE: NEW FIRE CHIEF'S EMPLOY-  
MENT AND CONTRACT

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*This item is placed on the agenda so that the Board may go into Executive Session to obtain legal advice and give instruction to District legal counsel regarding the new fire chief's employment and contract.*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: April 6, 2011

SUBJECT: TRAINING CENTER DRAINAGE

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*This item is placed on the agenda so that the Board may take any action it deems appropriate in regards to the Training Center / Ace drainage issue.*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief Dalton  
DATE: April 6, 2011

SUBJECT: FISCAL YEAR 2011-2012 BUDGET UPDATE

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*We are currently working on the budget reductions, carryover, and the 5-year projection. This information will be available at the Board meeting for review and discussion.*

*At this time, substantial cuts have been made from several areas of the budget and we are anticipating a large carryover. The balance of the directed \$2 million budget reduction will be met by reducing the contingency fund.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: APPROVE EMPLOYMENT CONTRACT BETWEEN CENTRAL  
YAVAPAI FIRE DISTRICT AND PAUL NIES

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*Attorney Whittington is in the process of creating an employment contract for the position of fire chief for Paul Nies. This will be available at the Board meeting for review and approval.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: APPROVE FIRE PROTECTION CONTRACT - MINGUS  
MOUNTAIN ESTATE RESIDENTIAL CENTER, INCORPORATED

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*Attached is a fire protection contract for Mingus Estate Residential Center, Incorporated for the Boards approval. This is a residential girls' school located at the base of Mingus Mountain. The current annual contract is \$4,005.34.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: APPROVE MASTER FIRE PROTECTION CONTRACT

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*Attached for your review and possible approval, is an updated master fire protection contract for any residential property owner requesting coverage for the Board's review and possible approval. Language has been added to explain how the property value will be obtained if the Yavapai County Assessor's Office does not provide an assessment value. Additionally, a paragraph was added to explain that the agreement terminates if the property is sold; the agreement is not transferrable.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)  
DISTINGUISHED BUDGET AWARD

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*We will be applying for the distinguished budget award. Our current budget format meets most of the guidelines, but we have not applied for the award in the past and plan on now doing so. Most of the information needed to prepare the budget for submission has been prepared, but needs to be put together into one report.*

*We will need to budget \$300 in Fiscal Year 2011-2012 for the budget submission fee. In addition, we also need to budget \$200 for the report presentation folders, special paper, printing, etc. or we can submit the budget on flash drives and spend the funds on the flash drives. The total amount to budget will be \$500 in Fiscal Year 2011-2012.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: APPROVE SWAT PARAMEDIC INTERAGENCY AGREEMENT  
WITH THE TOWN OF PRESCOTT VALLEY POLICE  
DEPARTMENT

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*Attached is an intergovernmental agreement between Central Yavapai Fire District and the Town of Prescott Valley Police Department for SWAT paramedic services for the Board's approval.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: APPOINT AND SWEAR IN PSPRS AND VOLUNTEER PENSION BOARD CHAIRMAN

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*According to Arizona Revised Statutes §38-847(A)(1), each local pension board shall be constituted as follows:*

*For political subdivisions or Indian tribes, the mayor or chief elected official or a designee of the mayor or chief elected official approved by the respective governing body as chairman, two members elected by secret ballot by members employed by the appropriate employer and two citizens, one of whom shall be the head of the merit system, or the head's designee from among the other members of the merit system, if it exists for the group of members, appointed by the mayor or chief elected official and with the approval of the governing body of the city or the governing body of the employer. The appointed two citizens shall serve on both local boards in a city or Indian tribes where both fire and police department employees are members.*

*The CYFD Board Policy Number 3.6, Board Appointments is also attached for your reference.*

*This item has been placed on the Board agenda so that the Fire Board Chairman can decide to fulfill this duty or designate a CYFD Board Member to serve on these two pension boards.*

*The loyalty oaths are also included so the new Chairman may be sworn in.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: April 6, 2011

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL TO REIMBURSE  
FIRE CHIEF CANDIDATE

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*This item has been placed on the agenda so that the Board may take action it deems necessary regarding a request for reimbursement for expenses incurred during the Fire Chief testing process.*

*On March 6, 2011 Mr. Ugaste, candidate for the fire chief position, sent a letter to Chairman Range and also sent a copy of the same letter to Chief Parrish requesting that CYFD reimburse him for the cost of participating in the recent Fire Chief Assessment Center and his reasons why he should be reimbursed. He also included an itemized list of his expenses during the process.*

*On March 20, 2011, I received an e-mail from Mr. Ugaste regarding a second request for reimbursement and a request for Attorney Whittington and Chairman Range's e-mail addresses.*

*On March 22, 2011, I intervened by sending Mr. Ugaste an e-mail stating that I would contact the Board Chairman and have his request placed on the April 11, 2011 Board Meeting agenda.*

*Attached is Mr. Ugaste's list of itemized expenses. He is requesting reimbursement of \$2,548.70.*

*Mr. Ugaste is expecting a positive answer from us no later than April 12, 2011, the day following the April 11, 2011 Board meeting.*

*If you have any questions, please call me at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: APPOINT A CM@R CONTRACTOR FOR CYRTA PHASE III

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*The committee, designated to review the contractors who submitted their qualifications, chose Danson Construction as the contract for the CYRTA Phase III project. This choice was based on scoring by each committee member and followed the CM@R process used for the contractor for the Station 58 project.*

*A contract will need to be signed with Danson for this phase.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: April 6, 2011

SUBJECT: APPROVE CYFD POLICY AMENDMENTS

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*The following CYFD Policies are attached for your consideration:*

*Tab 223 – Captain*

*Amended to require I-300 & I-400 after June 1, 2012 to promote to rank of Captain*

*Tab 243 – Demotions*

*Amended to specify range and step for demotions.*

*Tab 403 – Leave Benefits*

*Amended to allow employees moving from fulltime to part-time to keep and use sick leave accrued while in a fulltime position.*

*Tab 818 – Pay Day*

*Amended to confirm when paychecks will be available for pick up and that they will be mailed otherwise.*

*Tab 831 – Purchasing Procedures*

*Amended to clarify that purchases \$5,000 to \$10,000 may not be split to avoid purchasing requirements set forth by the policy affecting this range.*

*These CYFD Policy Manual modifications have been reviewed and approved by the Committee.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: April 6, 2011

SUBJECT: DISCUSS BOARD PACKET PREPARATION AND  
DISTRIBUTION

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*Board Member Reiter requested this item be placed on the agenda for discussion.*

*If you have any questions, please call me at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: April 6, 2011

SUBJECT: DISCUSSION AND DIRECTION REGARDING NEW FIRE  
CHIEF'S EMPLOYMENT AND CONTRACT

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*This item has been placed on the agenda so that the Board may discuss and take any necessary action regarding the new fire chief's employment and contract.*

*If you have any questions, please call me at 772-7711.*