

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

June 13, 2011

MINUTES

1. CALL TO ORDER/ROLL CALL OF BOARD MEMBERS

Board Chairman John Range called the Fire Board Meeting to order on Monday, June 13, 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, and Tony Reiter

Members Absent: Board Member Mike Generali

Staff: Chief Paul Nies, Assistant Chief Mary Dalton, Administrative Manager Judy Wright.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

3. CALL TO THE PUBLIC

Tom Steele of 4481 N. Sheridan Lane, Prescott Valley addressed the Board stating that he would like to see the adoption of the budget which provided for a tax rate of \$1.7486. He also said that he thought it was good practice to go out to bid for new services, such as an auditor, every few years. Mr. Steele concluded by saying that he was praying for the firefighters who were involved in the wildfires in California.

Chairman Range then said that he had received a letter from Mr. Jack Fowler of Jack Fowler and Associates who wished to have his comments read at the meeting. Mr. Fowler stated that he had been to several meetings and voiced his opinion of the high taxes being imposed and said that this was a major factor in businesses relocating here. He asked that on behalf of himself and all the commercial property owners the Board should adopt a budget and tax rate that will not increase taxes.

4. PRESENTATION-FIRE PALS DAVIS, SLOTHOWER AND VANATTA

Assistant Chief Cook gave a brief history of the Fire Pal program and then presented plaques to Captains Davis and Vanatta and Engineer Slothower in appreciation of their contribution to this program.

5. **CONSENT AGENDA**

Approval of Minutes

April 26, 2011 – Special Work Study Session

May 09, 2011 – Regular Session

May 09, 2011 – Executive Session

General Fund Financial Statements

Bond Financial Statements

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

AYES: Range, Gardiner, Page, Reiter

NAYS: None

6. **REPORTS AND CORRESPONDENCE**

A. **Bond Update – Training Center Development**

Assistant Chief Dalton updated the Board on the Training Center Development. She stated that the warehouse plans for Phase III were submitted of Prescott Valley on May 23, for plan review and building permit issuance. She further advised that an initial plans review was held on June 1st with the Town to review our plans to build a Class A Residential Burn Building and Confined Space/Technical Rescue prop. The plans will now be submitted to the Town for their review.

Chief Nies, Assistant Chief Dalton and Dan Fontana of Danson Construction answered questions regarding the solar and wind options put forward by Danson Construction. Mr. Fontana also assured the Board that their company was keeping approximately 76% of the workforce on the project local.

Bob Page made a motion to approve AIA Document A133-2009 Exhibit A Guaranteed Maximum Price Amendment of \$3,152,655 for Phase III with Danson Construction. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter

NAYS: None

B. **Bond Update – Design Development Cost Station 58**

Assistant Chief Cook and Architect Michael Taylor presented a design development cost for Station 58. Also present were representatives of Haley Construction. A cost breakdown was distributed to Board Members. There was a short discussion and questions were answered by Chief Cook and Michael Taylor.

Tony Reiter made a motion to proceed with Station 58 as presented by Chief Cook. Bob Gardiner seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter

NAYS: None

C. Bond Update – Additional Funds Needed to Support Use of Station 58

Assistant Chief Cook advised the Board that due to the constraints of the .59 acre site, the building had increased to approximately 7,100 square feet from the anticipated 6,000 square feet in order to accommodate a two-story structure. He was therefore asking for permission to transfer fund from our Capital Reserve account to the Station 58 Building account so that we could proceed with the building project. There was a very lengthy discussion. Sandy Griffis of Yavapai County Contractors Association had concerns about why we were putting a metal roof instead of a shingle roof on the building since there did not seem to be many metal roofs on buildings in Prescott Valley. Board Member Reiter also had questions with regard to the cost of the metal roof – he said that it was double the cost of a shingle roof. Assistant Chief Cook and the Haley Construction representative answered these questions and advised that there were many metal roofs in the area and that they were far more cost efficient than shingle roofs since they did not need to be replace as often.

Tony Reiter made a motion to transfer funds not exceeding \$600,000 from the Capital Reserve Account to the Station 58 Building Fund. Bob Page seconded the motion. MOTION CARRIED.

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

D. Bond Update – Approval to Proceed with Civil Work for Station 58

Assistant Chief Cook advised that there is a significant amount of earth work on this project due to poor soil composition at the site. This will consist of over-excavating of the entire site, adding engineered fill and rough grading the entire site in preparation for construction to begin. This is estimated to take 3-4 weeks.

Architect Michael Taylor distributed a timeline for the project. Alan at Haley Construction explained the timeline and Chief Cook answered questions from Board Members. Chief Cook explained that APS was charging \$15,000 for their portion of the work.

Bob Page made a motion to proceed with civil work for Station 58. Tony Reiter seconded the motion. MOTION CARRIED.

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

E. Letters from Citizens

Board Chairman Range reviewed letters received from citizens this past month. He read in its entirety the letter from Incident Commander Dugger Hughes who wrote to thank CYFD for allowing Captains McKinnon, Steward and Abel to participate in the Southwest Area Incident Management team. He also read a Letter to the Editor of the Daily Courier in which Prescott Valley resident Neal Clement thanked Firefighter Rick Olson for actions above and beyond the call of duty and deserving of commendation. Chairman Range also read a letter from the Community Wildfire Protection Specialist of Yavapai County to Fire Safety Specialist Crystal Macari thanking her for her support and service during the recent Survivable Space for Landscapers Course. He also made reference to the various letters from schools regarding the Fire Pal program.

F. Monthly Division Reports

Board Chair John Range reviewed the highlights of the monthly division reports from the Fire Chief and staff in regard to current activities of the Fire District and the status and progress relating thereto. Chief Nies thanked everyone for helping him get settled in at CYFD. Assistant Chief Cook advised that Morgan Ranch (Williamson Valley) extended their agreement until 2016 for the option of building a fire station on that property. There was no report from the Training Division as Chief Small is off district.

7. VOTE TO GO INTO EXECUTIVE SESSION

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 Gardiner seconded the motion. MOTION CARRIED.

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

At approximately 3:25 the Board adjourned out of Public Session to convene into Executive Session.

At approximately 4:05 p.m. the Board reconvened into Public Session.

8. OLD BUSINESS

A. Training Center Drainage

As a result of the Executive Session the Board has decided to move forward with the Training Center Drainage issue as advised by legal counsel.

9. NEW BUSINESS

A. Communications Project Update

Chief Nies invited Lt. Brian Hunt of the Yavapai County Sheriff's Office to address the Board. Lt. Hunt thanked the Board on behalf of the Sheriff's Office for the great job that was being done for them by our Communications/IT staff. He then introduced newly promoted Sheriff, Scott Mascher. Sheriff Mascher also thanked the Board for the good job being done by our personnel over the past year.

Chief Nies then handed schematics and updated the Board on the communications/IT timeline. He said that we expected to have all three frequencies up and running by late spring of 2012. He also advised that the District has been without a voice mail system since our system went down a few months ago and that he will have to purchase a new server for this voice mail. Chief Nies also distributed a financial spreadsheet from FY 04-05 to present showing funds spent. He said that the tower would be erected at the new Communications building shortly when our tower certified personnel returned from off district assignments. Assistant Chief Dalton also explained the situation regarding our original tower sites and said that our original system was built out in 2005. Chief Nies assured the Board that they will be given monthly updates on this project.

- B. Approve CYFD Audit Engagement Fee Proposal with Assurance Professionals, P.C.
Assistant Chief Dalton stated that Ms. Sandy Griffis had called her earlier in the day regarding this item and also noted that Mr. Steele had noted this in his comments earlier. She updated the Board on the stricter requirements on auditors and stated that no local auditors had given us a quote. Our requirements are different from municipality requirements. She stated that Assurance Professionals had done a good job for us for the past three years. She went on to say that next year, we would definitely go out to bid for these services. Chief Dalton advised that new legislation has given us until March 2012 to get the Board's approval on this year's audit.

Chairman Range said that he would like to see us get quotations for next year's audit services.

John Range made a motion to approve CYFD Audit Engagement Fee Proposal with Assurance Professionals, P.C. Tony Reiter seconded the motion. MOTION CARRIED.

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

- C. Approve Consent and Waiver for William R. Whittington regarding Intergovernmental Joint Dispatch Agreement with Prescott Regional Communications Center
Bob Page made a motion to approve Consent and Waiver for William R. Whittington regarding Intergovernmental Joint Dispatch Agreement with Prescott Regional Communications Center. Tony Reiter seconded the motion. MOTION CARRIED

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

- D. Approve Consent and Waiver for William R. Whittington regarding Inter-Mountain Communications, Inc
Chief Nies explained to the Board that a member of the law firm of Boyle, Pecharich, Cline, Whittington and Stallings, PLLC, represents Inter-Mountain Communications, Inc.

Tony Reiter made a motion to approve Consent and Waiver for William R. Whittington regarding Inter-Mountain Communications, Inc. Bob Page seconded the motion. MOTION CARRIED.

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

- E. Determine Sick Leave/Vacation Buyback Percentage for Post Employment Health Plan (PEHP) for Fiscal Year 2011-2012
Assistant Chief Dalton explained the IRS statutes concerning deposits made to this plan.

Bob Page made a motion to approve the recommendation of the Wage and Benefit Committee to deposit the maximum amount possible, according to IRS statutes, of the retiree's complete sick leave and vacation check into the 05 PEHP account and the balance into the 06 account at retirement. Tony Reiter seconded the motion. MOTION CARRIED.

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

F. Approve Master Site Indemnity Agreement between Crown Castle USA Inc and Central Yavapai Fire District

Tony Reiter made a motion to approve Master Site Indemnity Agreement between Crown Castle USA Inc and Central Yavapai Fire District. Bob Gardiner seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter

NAYS: None

G. Approve Purchase of Battery System for CYRTA Microwave and Data Equipment

Communication/IT Manager James Ogden explained that we need to have a battery backup system for communications servers and equipment. He obtained pricing under the GSA pricing schedule for an Absolyte battery system.

Tony Reiter made a motion to approve purchase of Battery System for CYRTA Microwave and Data Equipment not to exceed \$15,000. Bob Gardiner seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter

NAYS: None

H. Approve Intergovernmental Agreements for Use of Technical Services/Communications Technician with Chino Valley Police Department and Yavapai County Public Works

Tony Reiter made a motion to approve Intergovernmental Agreements for Use of Technical Services/Communications Technician with Chino Valley Police Department and Yavapai County Public Works. Bob Page seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter

NAYS: None

10. ADJOURNMENT

The meeting was adjourned at 4:40 p.m.


Bob Gardiner, Board Clerk