

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

August 8, 2011

MINUTES

1. CALL TO ORDER/ROLL CALL OF BOARD MEMBERS

Board Chairman John Range called the Fire Board Meeting to order on Monday, August 8, 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: Fire 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

None

4. PRESENTATIONS

A. Citizen Award Sean Mailo

Engineer Rob Duplessis presented a certificate of appreciation to Sean Mailo for his invaluable assistance with a patient during a vehicle crash. The Board, Staff and members of the audience gave Sean a standing ovation. He then expressed his thanks for the recognition also to the members of the District for everything that they do for the community.

5. CONSENT AGENDA

Approval of Minutes

July 11, 2011– Regular Session

July 11, 2011– Executive Session

General Fund Financial Statements

Bond Financial Statements

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

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

6. **REPORTS AND CORRESPONDENCE**

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

Assistant Chief Dalton advised that progress was being made on this project and that to date we were \$40,000 to the good on the GMP. She was also please to report that 65% of the subs were local contractors.

B. **Bond Update – Station 58**

Assistant Chief Cook updated on the progress of Station 58 construction. Architect Michael Taylor said that everything was on schedule and he was pleased to advise the Board that 95% of the subs are local contractors.

C. **Letters from Citizens**

Board Chair Range reviewed letters received from citizens during the past month.

D. **Monthly Division Reports – Report from the Fire Chief and staff with regard to current activities of the Fire District and the status and progress relating thereto**

Chairman Range inquired as to the status of the Battalion Chief Testing and Assistant Chief Dalton reported that we would be starting the process soon as the Assessment Center was due to be held the first week of November.

Assistant Chief Bliss reported that Training Chief Small would be retiring on September 30, however his last day of work would be August 18 as he would be using up some vacation days. He also advised that we would move a Captain from B Shift to fill the temporary vacancy at the Battalion Chief's position as Battalion Chief Cordes would be moving over to the Training Chief's position on August 29.

Board Member Generalli asked about the progress on the EPCR and Captain Tharp advised that it seemed to be working well, however there were still some issues to be dealt with and we were about 80% there.

7. **NEW BUSINESS**

Chairman Range stated that he would like to combine Items 7A and 7J for discussion as they pertained to the same issue. The Board concurred.

A. **Approve Utility Easement with APS for Station 72, 530 6th Street, Prescott**

Chief Nies explained that APS is moving the power lines at Station 72 and as such required a new utility easement agreement.

Tony Reiter made a motion to approve Utility Easement with APS for Station 72, 530 6th Street, Prescott. Bob Page seconded the motion. MOTION CARRIED

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

- J. Approve APS Utility Easement Abandonment for Station 72, 530 6th Street, Prescott
Attorney Whittington advised that this agreement was being replaced by the agreement approved in Item 7A.

Bob Page made a motion to approve APS Utility Easement Abandonment for Station 72, 530 6th Street, Prescott. Bob Gardiner seconded the motion. MOTION CARRIED.

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

- B. Review and Approve Bid for New Utility

Chief Nies advised that we had received three bids for the new utility and these were opened on July 18th. After careful consideration, staff recommends that we accept the bid from Southwest Fire Apparatus. Board Members Generalli asked if Southwest was the choice because of the price. Fleet Services Manager responded that it was and also because they represented Rosenbauer America who has provided our apparatus in the past.

Tony Reiter made a motion to approve the bid from Southwest Fire Apparatus for one Rosenbauer utility vehicle build on an International chassis for the amount of \$282,985.00 (not including tax) with an additional discount of \$3,424.00 for prepayment of the chassis. Bob Page seconded the motion. MOTION CARRIED

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

- C. Approve Fire Protection Services Agreements – Roberts, Steiger

Bob Gardiner made a motion to approve Fire Protection Services Agreements for the Robert property at 7470 E. Penny Lane, Poquito Valley and the Steiger property at 9750 N. Sam Steiger Trail. Tony Reiter seconded the motion. MOTION CARRIED.

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

- D. Approve Intergovernmental Joint Dispatch Agreement or Addendum to Intergovernmental Agreement with Prescott Regional Communications Center

Attorney Whittington advised the Board that there were two documents being presented – one is a “Restated” Intergovernmental Agreement for joint dispatch services and the other is the original agreement with an addendum. He said that he had reviewed both documents and it would probably be best for the Board to approve both agreements so that the City could choose which they wished to adopt.

Bob Page made a motion to approve both the restated agreement and the original agreement with addendum. Tony Reiter seconded the motion. MOTION CARRIED.

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

E. Communications/IT System Update

Chief Nies asked Communications/IT Manager James Ogden to update the Board on this item.

James stated that they have been working with the Sheriff's office on narrowbanding their equipment and this would probably take another three weeks. He said that they were also working on the VOiP system for the District's phone system and he was hoping to have quotations to present at the next Board meeting. The towers at CYRTA have been completed.

F. Approve CYFD Policy Amendment

Chief Nies explained that the Prescott Regional Communications Center wanted to automate the burn permit process and therefore we had to amend our policy to accommodate this. He said that we were still discussing how best to deal with the process in our offices.

Bob Page made a motion to approve amendment to Policy 722.00 – Burn Permits. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli

NAYS: None

G. Approve New CYRTA Project and Maintenance Assistant Position and Wage Scale

Chief Nies explained that we have been utilizing one of our Reserve firefighters on a part time (32hrs/week) basis as a project and maintenance assistant at CYRTA. However, given increases in job duties, staff recognizes that this position should be made into a full time position. To offset the extra cost, we will terminate the contract services of a cleaning crew. We have also created a job description for the position for the Board's review and approval and provided a copy of the current wage scale.

Tony Reiter made a motion to approve the new CYRTA Project and Maintenance position and Wage Scale. Mike Generalli seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli

NAYS: None

H. Approve Increasing Office Assistant Position from Part-time to Full-time

Chief Nies advised that staff was seeking to convert the CYRTA/Maintenance Office Assistant position from part-time to full-time. He explained that the cost would be offset by savings realized from reduced costs in Public Safety Personnel Retirement System. He further explained that savings can be realized in subsequent years to support this change, however if this savings cannot be realized in subsequent years, the position would revert to part-time. He answered questions from Board Members.

Bob Page made a motion to approve increasing Office Assistant position from part-time to full-time. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Page, Reiter, Generalli

NAYS: None

- I. Approve Technical Service Support Agreement with Physio-Control, Incorporated
Chief Nies asked for approval for the annual Physio Control Technical Service support agreement that covers our Life-Pak 15 units. He outlined what the agreement will provide and Attorney Whittington advised that we should include a small contract addendum. Chairman Range asked for clarification between small and large contract and this information was provided by the attorney.

Bob Page made a motion to approve technical service support agreement with Physio-Control, Incorporated with small contract addendum in the amount of \$12,154.00. Tony Reiter seconded the motion. MOTION CARRIED.

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

- K. Approve Vehicular Training Experience Agreement with Wizard Education
Attorney Whittington and Captain Dave Tharp explained this agreement to the Board and answered questions from Board Members.

Bob Page made a motion to approved Vehicular Training Experience with Wizard Education with modifications to supplements stated by attorney. Tony Reiter seconded the motion. MOTION CARRIED.

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

8. **ADJOURNMENT**

The meeting was adjourned at 3:05 p.m.



Bob Gardiner, Board Clerk