

CENTRAL YAVAPAI FIRE DISTRICT  
FIRE BOARD  
REGULAR SESSION

September 12, 2011

**MINUTES**

**1. CALL TO ORDER/ROLL CALL OF BOARD MEMBERS**

Board Chairman John Range called the Fire Board Meeting to order on Monday, September 12, 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 Tony Reiter and Mike Generalli

**Members Absent:** Board Member Bob Page

**Staff:** 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. CONSENT AGENDA**

**Approval of Minutes**  
August 8, 2011– Regular Session  
General Fund Financial Statements  
Bond Financial Statements

Assistant Chief Dalton advised the Board that staff was now including pie graphs as part of the financials and also that our first big property tax collection is usually in November so we should see a larger figure in that column then.

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

**AYES:** Range, Gardiner, Reiter, Generalli

**NAYS:** None

**5. REPORTS AND CORRESPONDENCE**

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

Assistant Chief Dalton advised that the concrete slab was poured for the warehouse and that the metal building would probably arrive by the end of September.

- B. Bond Update – Station 58  
Assistant Chief Cook said that everything was on schedule and that we had secured the utilities at this site.
- C. Letters from Citizens  
Board Chair Range reviewed letters received from citizens during the past month and noted that they were all positive comments.
- D. Monthly Division Reports – Report from the Fire Chief and staff with regard to current activities of the status and progress relating thereto  
Chairman Range thanked all the Chief Officers for their respective division reports. Assistant Chief Dalton reported that CYFD participated in the 9-11 ceremony at the Prescott Valley Civic Center on September 11.

**6. OLD BUSINESS**

- A. Approve Amendment to Crown Castle USA, Incorporated Agreement  
Chief Dalton advised that this agreement was approved in June. However, Crown Castle has proposed a small amendment to the insurance portion of the contract and Attorney Whittington has reviewed the amendment and we are asking for Board approval.

Bob Gardiner made a motion to approve amendment to Crown Castle USA agreement. Tony Reiter seconded the motion. MOTION CARRIED.

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

- B. Approve Intergovernmental Agreement with Town of Prescott Valley Police Department for SWAT Paramedic  
Assistant Chief Dalton explained that the Board had originally approved this agreement in April. However, when it was sent to the Town of Prescott Valley for approval they had not budgeted this current year to reimburse CYFD for costs incurred while our SWAT medic was at the Prescott Valley Police Department training or being utilized in a SWAT medic capacity. She further stated that CYFD met with the police department and it was decided that at this time Firefighter Fournier would remain a CYFD employee during any deployments or training operations to protect his public safety employee status and that we would cover the payroll costs for the first year. Next fiscal year (2012-2013) PVPD will plan on budgeting to cover these costs.

Tony Reiter made a motion to approve the modified Intergovernmental Agreement with Town of Prescott Valley Police Department for SWAT paramedic. Mike Generalli seconded the motion. MOTION CARRIED.

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

- C. Approve Contract and Addendum to Agreement with Central States Fire Apparatus, LLC for New Utility  
Assistant Chief Dalton advised that the Board had approved the bid from Southwest Fire apparatus for one Rosenbauer utility vehicle, however the Board needs to approve the contract and addendum to the agreement.

Tony Reiter made a motion to approve contract and addendum to agreement with Central States Fire Apparatus LLC for new utility vehicle. Mike Generalli seconded the motion. MOTION CARRIED.

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

D. Drager Safety, Incorporated Contract

Assistant Chief Dalton explained that Drager had proposed a 50/50 payment arrangement and also advised that we have drafted a counter proposal. After some discussion it was decided that this item should be moved to item 8 for further discussion and legal advice in executive session.

7. **NEW BUSINESS**

A. Approve Renewal of Annual License and Subscription for Target Safety

Assistant Chief Dalton advised that we have been using this program for a couple of years to assist with training our personnel. She further explained that it includes a wide variety of subjects from firefighting to HR and supervisory courses. She answered questions from Board Members.

Bob Gardiner made a motion to approve renewal of annual license and subscription for Target Safety in the amount of \$11,040.00. Mike Generalli seconded the motion. MOTION CARRIED.

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

B. Approve Purchase of SCBA Packs

Assistant Chief Bliss explained that there is only one quote as this is a proprietary item and this is the sole provider in Arizona. He also pointed out that it was under budget as we had budgeted \$20,000 for this item. Chief Bliss also answered questions from Board members.

Tony Reiter made a motion to approve purchase of SCBA packs in the amount of \$18,440.78 from Municipal Emergency Services Incorporated. Mike Generalli seconded the motion. MOTION CARRIED.

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

C. Standards of Coverage Review for Accreditation

Assistant Chief Bliss reviewed the Standards of Coverage for accreditation. He explained that this document is largely descriptive and contains a summary of the District's history, structure and past request for service as well as a risk assessment of the District. He said that these sections exist to lay the groundwork for Chapter 4 which contains the Standards, Goals and Objectives of the District regarding emergency responses and this chapter is a topic of discussion with the lead peer assessor. Chief Bliss answered questions from Board Members regarding our re-accreditation.

D. Fire Chief Probationary Evaluation

Assistant Chief Dalton advised that per Chief Nies' employment contract, his six month evaluation will be due on November 2. She explained that each Board member should

complete a performance evaluation and at the October Board meeting each Board Member will have a chance to give Chief Nies his evaluation in Executive Session.

E. Approve Fire Board Policy Amendments

Assistant Chief Dalton explained the amendments to the Board policies presented for review and approval.

Tony Reiter made a motion to approve amendments to Board Policy 3.3. – Board Member Code of Ethics and Board Policy 4.1 – Meeting Agendas. Mike Generalli seconded the motion. MOTION CARRIED.

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

F. Approve new Cingular Wireless PCS, LLC AT&T Mobility Corporation Documents: First Amendment to Option and Structure Lease Agreement, and First Amendment to Memorandum of Lease for Indian Creek Cell Site (Mt. Francis)

Assistant Chief Dalton explained the proposed amendments to this document and answered questions from Board members.

Tony Reiter made a motion to approve new Cingular Wireless PCS, LLC AT&T Mobility Corporation Documents: First Amendment to Option and Structure Lease Agreement, and First Amendment to Memorandum of Lease for Indian Creek Cell Site (Mt. Francis) Mike Generalli seconded the motion. MOTION CARRIED.

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

G. Approve Line of Credit of \$85,000 and Resolution authorizing Chiefs to enter into agreement with Chase

Assistant Chief Dalton advised that we were seeking approval of a resolution to authorize a Chase Master Card account in the amount of \$85,000. She stated that she and Chief Nies would be the authorized officers/agents on the credit card account. This account would replace the American Express and Platinum Master Card accounts. She answered questions from Board Members.

Tony Reiter made a motion to approve credit line of \$85,000 with Case and Resolution 11-09 authorizing Chiefs Nies and Dalton to enter into agreement with Chase. Bob Gardiner seconded the motion. MOTION CARRIED.

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

H. Discussion and possible approval regarding new Official Monthly Board Meeting Date

Mike Generalli made a motion to move monthly Board Meetings to the third Monday of each month starting in October 2011. Tony Reiter seconded the motion. MOTION CARRIED.

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

- I. Discussion regarding Public Safety Retirement System Alternate Contribution Rate  
Assistant Chief Dalton stated that Chief Nies asked that this be put on the agenda for discussion by the Board. Board Member Reiter asked that this matter be tabled until the next regular meeting as he wished to make contact with a few people before he was ready to discuss this. It was the consensus of the Board that this matter be tabled until October. Attorney Whittington asked the Chairman to include this item in the Executive Session scheduled later in the agenda so that the Board might receive legal advice on this subject.
- J. Approve T-Mobile Tower Lease with option  
Assistant Chief Dalton advised the Board that we have been approached by T-Mobile regarding a possible cell site lease agreement for our tower on Mt. Francis. She said that we have worked with legal counsel to prepare an agreement that will protect the District and provide an appropriate amount of revenue for the lease.
- Tony Reiter made a motion to approve T-Mobile Tower Lease with option. Mike Generalli seconded the motion. MOTION CARRIED.
- AYES: Range, Gardiner, Reiter, Generalli  
NAYS: None
- K. Approve bid and addendum for Station 53 Phase IV Concrete Parking Lot  
Tony Reiter made a motion to approve the bid from Northern Arizona Concrete for Station 53 Phase IV Concrete Parking Lot in the amount of \$31,927.75 and addendum to small projects contract. Mike Generalli seconded the motion. MOTION CARRIED.
- AYES: Range, Gardiner, Reiter, Generalli  
NAYS: None
- L. Approve Fiscal Year 2011-2012 Goals  
Assistant Chief Dalton reviewed the 2011-2012 annual goals with the Board. She stated that input had been solicited from all District members with regard to our goals for the current year and were now asking for the Board's input and direction.
- Tony Reiter made a motion to approve Fiscal Year 2011-2012 Goals as presented. Bob Gardiner seconded the motion. MOTION CARRIED.
- AYES: Range, Gardiner, Reiter, Generalli  
NAYS: None
- M. Approve 10-year Capital Acquisition/Replacement Schedule  
Assistant Chiefs Bliss and Dalton reviewed the updated Capital Acquisition/Replacement Schedule with the Board. They answered questions from Board Members.
- Tony Reiter made a motion to approve 10-year Capital Acquisition/Replacement Schedule. Mike Generalli seconded the motion. MOTION CARRIED.
- AYES: Range, Gardiner, Reiter, Generalli  
NAYS: None
- N. Approve Consent and Waiver Agreement for Yavapai Regional Medical Center  
Mike Generalli made a motion to approve Consent and Waiver Agreement for Yavapai Regional Medical Center. Tony Reiter seconded the motion. MOTION CARRIED.

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

O. Approve Fire Protection Services Agreement – Owensby

Tony Reiter made a motion to approve Fire Protection Services Agreement on the Owensby property at 10730 N. Knolls Court effective September 8, 2011 in the amount of \$688.04. Mike Generalli seconded the motion. MOTION CARRIED.

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

8. **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 Legal Counsel pursuant to §38-431.03 (A) (4) regarding Training Center Drainage; and pursuant to §38-431.03 (A) (3) for legal advice on Drager Safety Incorporated contract, Public Safety Retirement System Alternate Contribution Rate and AT & T agreement. Bob Gardiner seconded the motion. MOTION CARRIED.

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

At approximately 3:55 p.m. the Board adjourned out of Public Session to convene into Executive Session.

At approximately 4:35 p.m. the Board reconvened into Public Session.

9. **OLD BUSINESS CONTINUED**

A. Training Center Drainage

As a result of the executive session, John Range made a motion to authorize CYFD management to send a letter to Ace Hardware authorizing them to submit a jurisdictional delineation of waters of the US occurring within CYFD properties and an application for an after-the-fact Clean Water Act Section 404 Nationwide Permit 39 for the discharge of fill material that occurred in 2007. Tony Reiter seconded the motion. MOTION CARRIED.

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

B. PSPRS Alternate Contribution Rate

Attorney Whittington addressed legal concerns on this issue during the executive session. This item has been tabled for discussion at the October Board Meeting.

C. AT & T Agreement

The Board gave instructions to Attorney Whittington during the executive session regarding this agreement.

D. Drager Safety Incorporated

As a result of the executive session, Tony Reiter made a motion to approve the Agreement with Drager Safety Incorporated as modified by legal counsel to include a 90 day warranty on the equipment as well as verification by Drager that our radio frequency works with the smoke machine system before they leave the site. Bob Gardiner seconded the motion. MOTION CARRIED.

AYES: Range, Gardiner, Reiter, Generalli

NAYS: None

10. ADJOURNMENT

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

  
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Bob Gardiner, Board Clerk