

CENTRAL YAVAPAI FIRE DISTRICT  
FIRE BOARD  
REGULAR SESSION

December 13, 2010

**MINUTES**

**1. CALL TO ORDER**

Board Chairman William Pierce called the Fire Board Meeting to order on Monday, December, 2010 at 2:00 p.m. at Central Yavapai Fire District Training Center, 9601 E. Valley Road, Prescott Valley, Arizona.

**2. ROLL CALL**

Members Present: Board Chairman William Pierce, Board Members Charles Allen, Sandie Heiden, and Tony Reiter. Board Member Bob Page arrived around 2:15 p.m.

Members Absent: None

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

**3. PRESENTATIONS**

**A. Appreciation Awards**

Outgoing Board Members Sandie Heiden and Charles Allen were presented with appreciation awards for their dedication and past service to the District. Board Chair Bill Pierce and Chief Parrish thanked the two Board Members and made the presentations.

**4. APPROVAL OF MINUTES**

**A. Regular Session of November 17, 2010**

Tony Reiter made a motion to approve the minutes of the Regular Session of November 17, 2010. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

**B. Executive Session of November 17, 2010**

Charles Allen made a motion to approve the minutes of the Executive Session of November 17, 2010. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

At approximately 2:10 p.m. the Board adjourned for refreshments to honor the outgoing Board Members.

At approximately 2:20 the Board reconvened into Public Session.

**5. SWEAR IN AND SEAT ELECTED BOARD MEMBERS**

Bob Gardiner was sworn in and seated as an elected Board Member  
John Range was sworn in and seated as an elected Board Member

**6. PRESENTATIONS CONTINUED**

**B. 1<sup>ST</sup> Quarter Alarm Summary for Fiscal Year 2010 – 2011**

Records Management Specialist Leona Jaeger did a powerpoint presentation on 1<sup>st</sup> quarter alarm summary for FY 2010-2011 and answered questions from Board Members.

**C. EMS Survey – CYFD vs National Study**

EMS Captain David Tharp made a presentation showing the results of a customer satisfaction survey showing where CYFD ranked against a national study. He answered questions from Board Members.

**7. REPORTS AND CORRESPONDENCE**

**A. General Fund Financial Statements**

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

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

**B. Bond Update with Financial Statements**

Assistant Chief Dalton updated the Board on the Bond expenditures to date. Architect Michael Taylor advised the Board that an RFQ for the CM @ Risk process had been sent to eleven people and eight of them had submitted proposals. He stated that the five committee members would meet on Thursday, December 16, 2010 to review those proposals.

John Range made a motion to approve the November Financial Statements as submitted. Tony Reiter seconded the motion. MOTION CARRIED.

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

**C. Letters from Citizens**

Board Chairman Pierce reviewed the letters received during the last month by the District from citizens.

- D. Monthly Division Reports  
Board Chairman Bill Pierce 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 Parrish stated that with regard to the consolidation of CYFD and CVFD, it was his opinion that this be delayed at this time given the current financial situation.

**8. OLD BUSINESS**

- A. Discussion and Possible Approval of Meet and Confer Agreement between the United Yavapai Firefighters Local 3066 and Central Yavapai Fire District  
Attorney Whittington advised that the review of the Letter of Agreement and Resolution was not complete. Therefore it was the consensus of the Board that this item be tabled until the January 2011 meeting.

**9. NEW BUSINESS**

- A. Appointment of Fire Board Chairman and Clerk  
Bob Page made a motion to reappoint Bill Pierce as Chairman of the Board. Tony Reiter seconded the motion. MOTION CARRIED.

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

Bob Page made a motion to appoint John Range as Clerk of the Board. Tony Reiter seconded the motion. MOTION CARRIED.

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

- B. Appointment of PSPRS and Volunteer Pension Board Chairman by Fire Board Chairman  
Chairman Pierce explained that as Board Chair, he is the Chair of the two pension boards, but in the past, he had appointed another Board Member to sit on these Boards on his behalf. Board Member Page volunteered to sit on these two Boards as Mr. Peirce's representative and Chairman Pierce thanked him and told him that if he was ever unable to attend a meeting that he should advise Mr. Pierce who would then make arrangements to attend.

- C. Award Bid for Access Control System  
Facilities Maintenance Coordinator Norm Rorick gave a brief overview of the reasons for wanting to install a security system at our facilities. He then invited the representatives from DH Pace and Assa Abloy (the lock manufacturer) to answer questions from Board Members.

John Range made a motion to accept the bid from DH Pace Systems Integration in the amount of \$71,303.08 which includes a bond equal to 1% of quoted price. Bob Page seconded the motion. MOTION CARRIED.

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

D. Award Bid for Demolition/Asbestos Mitigation of Station 58

Assistant Chief Cook presented the two bids received for the demolition of Station 58. He recommended that the Board accept the bid of \$5,603.71 from Earth Resources and said that CYFD will obtain the permit from the Town of Prescott Valley. He then advised that the test for asbestos showed that there was some some asbestos in the fire station. He stated that we obtained two bids for the asbestos removal. The bid from Spray Systems Environmental was \$4,744 and even though it was under \$5,000 and did not require Board approval, we chose to include this in the Board packet for informational purposes and documentation. He recommended that the bid be awarded to Spray Systems Environmental. Chief Cook also advised the Board that the asbestos needed to be removed and the building demolished concurrently so that there would be no need to have the building re-inspected for asbestos. He also stated that since obtaining the permit for asbestos took approximately 10 days he took the liberty of having Spray Systems apply for this permit.

Bob Page made a motion to approve the bid from Earth Resources for demolition of Station 58 in the amount of \$5,603.71 which includes sales tax of \$331.71. Tony Reiter seconded the motion. MOTION CARRIED.

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

E. Fiscal Year 2011-2012 Budget Development Schedule

Assistant Chief Dalton presented the 2011-2012 Budget Development Schedule to the Board. She advised that the projected decrease in our assessed valuation for next year is 20-25% and therefore there will be a need for appropriation reductions next fiscal year. She answered questions from Board Members.

Tony Reiter made a motion to adopt the Fiscal Year 2011-2012 Budget Development Schedule. John Range seconded them motion. MOTION CARRIED.

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

F. Approve CYFD Policy Amendments

Chief Parrish presented the Policy Committee's modifications for the Board's approval.

Tony Reiter made a motion to approve modifications to:  
Policy 121.00 Policy Committee  
Policy 409.00 Education Assistance Benefit  
Policy 702.00 Appearance  
Bob Gardiner seconded the motion. MOTION CARRIED.

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

- G. Discussion Regarding Procedure for Placing Items on Fire Board Meeting Agenda  
This item was placed on the agenda at the request of Board Member Page. There was a lengthy discussion regarding who should be able to place items on the agenda for consideration.

Tony Reiter made a motion to amend Fire Board Member Code of Ethics, Policy Number 3.3, Item 10 so that any member can place an item on the agenda by notifying the Fire Chief. Bob Page seconded the motion. MOTION CARRIED.

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

**10. VOTE TO GO INTO EXECUTIVE SESSION**

Tony Reiter made a motion to go into Executive Session for:

- 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) regarding Training Center Drainage.
- B. Personnel Matters Pursuant to A.R.S. §38-431.03(A)(1) regarding Review of Fire Chief Applications

John Range seconded the motion. MOTION CARRIED.

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

Chief Parrish asked the Board that Judy Wright be allowed to stay for the Executive Session for purposes of taking minutes. The Board agreed to this request.

At approximately 4:26 p.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 5:15 p.m. the Board reconvened into Public Session.

**11. OLD BUSINESS - continued**

- B. Training Center Drainage  
Board Chairman Pierce reported that as a result of the Executive Session, no action will be taken at this time.

**12. NEW BUSINESS - continued**

- H. Fire Chief Applications  
As a result of the Executive Session, the Board selected a date of Monday, December 20<sup>th</sup>, 2010 at 10:00 a.m. to hold a Special Meeting to review fire chief candidate applications. Brenda Tranchina would send out notification to the candidates informing them that the Board would be discussing their applications in Executive Session.

Attorney Whittington advised Board Members that they should be careful about violating open meeting laws during this process since Board Members had called Ms. Tranchina requesting information about candidates.

Ms. Tranchina answered questions from Board Members.

**13. CALL TO THE PUBLIC**

Ms Sandy Griffis of Yavapai County Contractors addressed the Board and asked that CYFD post its board packet on the website prior to each meeting so that the public would be able to see what was being discussed. Chief Parrish advised that we were in the process of doing this and we were hoping to have this done in time for the January 2011 meeting.

Chairman Pierce thanked Ms. Griffis for her comments to the Board.

**14. ADJOURNMENT**

The meeting was adjourned at 5:35 p.m.



John Range, Board Clerk