

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

December 19, 2011

MINUTES

1. CALL TO ORDER/ROLL CALL OF BOARD MEMBERS

Board Chairman John Range called the Fire Board Meeting to order on Monday, December 19, 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 Members Bob Page and Mike Generalli

Members Absent: Tony Reiter and Bob Gardiner

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. CONSENT AGENDA

Approval of Minutes

November 21, 2011– Regular Session
November 21, 2011 – Executive Session
General Fund Financial Statements
Bond Financial Statements

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

AYES: Range, Page, Generalli
NAYS: None

6. REPORTS AND CORRESPONDENCE

A. Bond Update – Training Center Development

Assistant Chief Dalton reported that everything was going well. Board Member Generalli asked if the credits could be used for different projects and Chief Dalton responded that it has to go back into the bond fund for use on one of those projects. Training Chief Cordes also explained that by using these funds for water retention would save us a lot of money in the future.

B. Bond Update – Station 58

Chief Nies reported that Captain Tharp was working together with him on this project. He said that the weather was hampering progress but we would be on time and on budget.

C. Letters from Citizens

Chairman Range said that he enjoys reading the letters from citizens. He thanked Captain Prange for his work with the veterans and also Andie Smith for her work with the Boy Scout Troop. He also praised the Fire Pals program and thanked them for their contribution.

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

Board Chairman Range expressed his thanks to staff for the detailed monthly reports. He said that the Board enjoys reading what everyone is doing. He then asked Assistant Chief Bliss for an update on regarding the ISO visit. Chief Bliss explained that this is typically done every 10 years and that they had re-done the grading system. We have not heard from them and after our accreditation process is finished, Battalion Chief Polacek will be in touch to find out when they have scheduled a visit to CYFD. Chief Bliss also advised that we should get a better rating this time around.

Assistant Chief Dalton advised that we have passed our time frame for the smoke machine from Drager and that everything was working well, so we have sent final payment.

Chief Nies told the Board that he has made a temporary assignment of Captain Rick Chase to oversee CRMD. Chairman Range thanked Captain Chase for stepping up to the plate.

Chief Nies also said that we will be adding division reports from Communications. James Ogden said that he has tablets for the Board Members to look at with regard to having the board packets sent electronically.

6. VOTE TO GO INTO EXECUTIVE SESSION

A. John Range made a motion to go into Executive for purposes of receiving 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) Instruction to District Legal Counsel re: Training Center Drainage. Mike Generalli seconded the motion. MOTION CARRIED.

AYES: Range, Page, Generalli
NAYS: None

At approximately 2:15 p.m. the Board adjourned out of Public Session to convene into Executive Session.

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

7. **OLD BUSINESS**

A. **Training Center Drainage**

As a result of the Executive Session, no action will be taken at this time.

B. **Consideration and Possible Approval of 457(b) Deferred Compensation Plan Participation Agreement – Memorandum of Understanding for Enrollment in the Self-Directed Brokerage Option.**

It was the consensus of the Board that this item be tabled until the January 2012 meeting as the Chairman wished to have all board members present for this discussion.

8. **NEW BUSINESS**

A. **Approve Fire Protection Services Agreement – Huffaker**

John Range made a motion to approve the Fire Protection Services Agreement for the Huffaker property at 8975 N. Prescott Ridge Road in the prorated amount including administration fee of \$365.73. Bob Page seconded the motion. MOTION CARRIED.

AYES: Range, Page, Generalli

NAYS: None

B. **Approve Purchase of Extrication Tool with Rescue 42 Stabilizer System Kits**

Assistant Chiefs Dalton and Bliss answered questions from Board Members regarding this purchase proposal.

John Range made a motion to approve the purchase of a TNT Rescue Tool with Rescue 42 Stabilization System Kits in the amount of \$26,360.15. Bob Page seconded the motion. MOTION CARRIED.

AYES: Range, Page, Generalli

NAYS: None

C. **Approve APS Easement for 4850 N. Robert Road**

Chief Nies advised the Board that APS has requested that CYFD grant them a utility easement through our Station 58 property at 4850 Robert Road. They will need this easement in order to provide power to 4850 N Robert Road and this will not impact our current station construction and future use.

John Range made a motion to approve APS Easement for 4850 N Robert Road. Mike Generalli seconded the motion. MOTION CARRIED.

AYES: Range, Page, Generalli

NAYS: None

D. **Approve Conflict of Interest Consent and Waiver regarding: Intergovernmental Agreement for Exchange of Occupancy and Use with the City of Prescott**

Bob Page made a motion to approve Conflict of Interest Consent and Waiver. John Range seconded the motion. MOTION CARRIED.

AYES: Range, Page, Generalli

NAYS: None

- E. Approve Task Force 1 Training Agreement and Possible Addendum
Training Chief Cordes answered Board Members questions regarding the Truck Academy which will be held in February 2012.

John Range made a motion to approve Task Force 1 Training Agreement and Addendum. Bob Page seconded the motion. MOTION CARRIED.

AYES: Range, Page, Generalli
NAYS: None

- F. Discussion regarding Possible Change to approval Process for Routine Agreements and Contracts, including Fire Protection Agreements

There was a short discussion regarding the possible change to our approval process for routine agreements and contracts. Assistant Chief Dalton and Training Chief Cordes answered questions from Board Members. It was the consensus of the Board to table this item for discussion at the January 2012 meeting and Chairman Range asked that this item be presented to them in bullet points on the agenda.

- G. Approve CYFD Policy Amendments

Chairman Range asked for additional information on Policy 192.00 Telecommuting Policy as this was a new policy for the District. He had questions about discipline concerning this policy and Chief Nies explained this to the Board. Assistant Chief Dalton noted that there was an error in the version submitted with the board packet and she explained that this last sentence should have been removed.

Mike Generalli made a motion to approve CYFD Policy Amendments to 192.00 Telecommuting with corrections noted and 501.00 Critical Incident Stress Debriefing. John Range seconded the motion. MOTION CARRIED.

AYES: Range, Page, Generalli
NAYS: None

- H. Approve Health Insurance Subsidy Request

Assistant Chief Dalton updated the Board regarding the increased costs of health insurance for employees. Board Members had questions about what can be done to help employees with the cost of health insurance premiums. Union Chapter Vice-President Tharp responded that we would bring items before the Board at future meetings.

Bob Page made a motion to approve the Health Insurance Subsidy Request. Mike Generalli seconded the motion. MOTION CARRIED.

AYES: Range, Page, Generalli
NAYS: None

- I. Approve Amendment and Resolution for Security Benefit Governmental 457(b) Plan to be in compliance with IRS Regulations

Assistant Chief Dalton explained that Congress and the Internal Revenue Service have issued new regulations which impact the 457(b) plan. She answered questions from Board Members and said that our document service provider, Security Benefit, has provided a default provision for all employers.

John Range made a motion to approve Amendment and Resolution 10-11 for Security Benefit Governmental 457(b) Plan to be in compliance with IRS Regulations. Bob Page seconded the motion. MOTION CARRIED.

AYES: Range, Page, Generalli
NAYS: None

Chairman Range thanked everyone for their contribution to CYFD this past year and wished everyone a Happy New Year.

9. **ADJOURNMENT**

The meeting was adjourned at 3:00 p.m.


Bob Gardiner, Board Clerk