

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

April 12, 2010

MINUTES

1. CALL TO ORDER

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Monday, April 12, 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 Bill Pierce, Board Clerk Charles Allen, Board Members Sandie Heiden and Bob Page

Members Absent: Board Member Tony Reiter

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

3. PRESENTATIONS

A. Swear In New Firefighter Postula

Chief Parrish asked that this item be moved to a later time on the agenda since FF Postula was on duty and most crews were on scene at a structure fire.

4. APPROVAL OF MINUTES

A. Regular Session of March 8, 2010

Charles Allen made a motion to approve the minutes of the Regular Session of March 8, 2010. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page

NAYS: None

B. Executive Session of March 8, 2010

Bob Page made a motion to approve the minutes of Executive Session of March 8, 2010. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page
NAYS: None

5. REPORTS AND CORRESPONDENCE

A. General Fund Financial Statements

Assistant Chief Dalton advised that staff would be changing the format of the financial reports submitted to the Board to reflect the status of the various accounts each month.

Charles Allen made a motion to approve the March payroll, accounts payable check registers, direct deposit reports, and income statement as submitted. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page
NAYS: None

B. Bond Update / Bond Financial Statements

Bob Page made a motion to approve the March Financial Statements as submitted. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page
NAYS: None

C. Letters from Citizens

Board Chair Bill Pierce reviewed the letters the District received last month.

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.

6. VOTE TO GO INTO EXECUTIVE SESSION

Bob Page made a motion to go into Executive Session for Legal Advice pursuant to ARS §38-431.03(A)(3) and ARS §38-431.03(A)(4) re Training Center Drainage. Charles Allen seconded the motion. MOTION CARRIED

AYES: Pierce, Allen, Heiden, Page
NAYS: None

At approximately 2:23 p.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 2:29 p.m. the Board reconvened into Public Session.

7. OLD BUSINESS

A. Training Center Drainage

Chairman Pierce advised that as a result of the Board's Executive Session, no action will be taken at this time.

B. Review Draft Fiscal Year 2010-2011 Budget

Assistant Chief Dalton updated the Board on the progress of the draft budget and advised that our tax rate would probably be increased to \$1.72. There were no questions from Board Members however Chairman Pierce asked that a budget discussion be included in the Special Study Session which is being scheduled.

C. Approval of LEA-Architect's Professional Services Proposal – Expanded Phase II Construction Administration Proposal dated March 15, 2010

Larry Enyart of LEA Architects explained the scope of work on the expanded Phase II proposal. He advised that the number of construction site inspection visits and the number of construction meetings will be increased. He also stated that this will add a pre-construction conference and quality acceptance process to our upcoming restroom/storage facility and communications building bid process. Mr. Enyart answered questions from Board Members. Assistant Chief Dalton and Attorney Whittington also provided additional explanations to any questions from Board Members.

Bill Pierce made a motion to accept the professional services proposal for the expanded Phase II Construction Administration dated March 15, 2020, modified to include the lump sum addition of \$2500.00 and also as otherwise modified by counsel. Sandie Heiden seconded the motion. MOTION CARRIED

AYES: Pierce, Allen, Heiden, Page

NAYS: None

8. NEW BUSINESS

A. Approval of Fire Board Policy Amendments (Addendum to Small Project Agreements)

Attorney Whittington explained the amendment to Board Policy 7.2 and answered questions from Board Members.

Bob Page made a motion to adopt the Addendum to Small Project Agreements as modified by counsel. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page

NAYS: None

B. Approval of CYFD Policy Amendments

Chief Parrish explained the amendments to the policies presented to the Board for approval.

Bob Page made a motion to approve the amendments to the following policies as explained by Chief Parrish.

- Policy 200 – Hiring and Promotional
- Policy 201 – Background Check
- Policy 202 – Testing
- Policy 224 – Battalion Chief

Sandie Heiden seconded the motion. MOTION CARRIED

AYES: Pierce, Allen, Heiden, Page
NAYS: None

C. Approval of Fire Protection Contract – Brown

Chief Parrish and Attorney Whittington answered questions from Board Member Page regarding out of district coverage.

Sandie Heiden made a motion to approve the Fire Protection Contract for the Brown property located at 18880 E. Old Cherry Road, Dewey, in the amount of \$190.80. Charles Allen seconded the motion. MOTION CARRIED

AYES: Pierce, Allen, Heiden, Page
NAYS: None

D. Approval of Memorandum of Understanding for Arizona Interagency Radio System (AIRS) between Arizona Department of Public Safety and Central Yavapai Fire District

Chief Parrish and Assistant Chief Bliss explained the purpose of this Memorandum of Understanding and answered questions from Board Members.

Charles Allen made a motion to approve the Memorandum of Understanding for Arizona Interagency Radio System between Arizona Department of Public Safety and Central Yavapai Fire District. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page
NAYS: None

E. Award Bid for Landscaping at Central Yavapai Regional Training Academy

Assistant Chief Dalton updated the Board on the Town of Prescott Valley code on landscaping and advised that in order to comply with the Town's ordinances we have to complete the landscaping in the specified areas. Training Chief Small obtained four bids for this work and staff recommends accepting the bid from Common Ground Landscaping. Training Chief Small explained the reasons for

selecting this vendor and he and Assistant Chief Dalton answered questions from the Board regarding the scope and warranty of work.

Sandie Heiden made a motion to approve bid from Common Ground Landscaping for Areas 1 and 2 in the amount of \$33,987.72. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page

NAYS: None

Sandie Heiden made a motion to enter into a two year maintenance contract with Common Ground Landscaping, payable on a monthly basis. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page

NAYS: None

F. Approval to Schedule a Fire Board Special Study Session

After a short discussion it was the consensus of the Board to schedule a Special Study Session on Monday, May 3, 2010 at 9:00 a.m. for staff to update the Board on the communications project and also to discuss the budget for fiscal year 2010-2011.

G. Discussion regarding Fire Chief Testing/Selection Process

Chief Parrish advised the Board that he would be retiring sometime between June 2011 and December 2011. He stated that we would need to test for his replacement some time before the end of the next fiscal year and that he wanted the Board's advice on placing the cost of the testing in the FY 2010-2011 budget. After some discussion, it was the consensus of the Board to put the cost of this testing in the budget and that the subject would be discussed further during the course of the year.

9. CALL TO THE PUBLIC

None

10. ADJOURNMENT

The meeting was adjourned at 3:50 p.m.

Charles Allen, Board Clerk