

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

December 14, 2009

MINUTES

1. CALL TO ORDER

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Monday, December 14, 2009 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 Bob Page and Tony Reiter

Members Absent: Board Member Sandie Heiden

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

Chairman Pierce asked if there was an update on Board Member Sandie Heiden. Assistant Chief Dalton responded that she was recuperating in the hospital.

3. PRESENTATIONS

A. Swear In Captain Niemynski
Doug Niemynski was present and sworn in to the rank of Captain.

4. APPROVAL OF MINUTES

A. Regular Session of November 9, 2009
Bob Page made a motion to approve the minutes of the Regular Session of November 9, 2009. Tony Reiter seconded the motion. MOTION CARRIED.

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

- B. Executive Session of November 9, 2009
Bob Page made a motion to approve the minutes of Executive Session of November 9, 2009. Tony Reiter seconded the motion. MOTION CARRIED.

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

5. REPORTS AND CORRESPONDENCE

- A. Fire Board Chairman's Report
Board Chairman Pierce reported that he had signed checks at the Administration Office and thanked all the Board Members for sharing this duty.

- B. General Fund Financial Statements
Charles Allen made a motion to approve the November payroll, accounts payable check registers, direct deposit reports, and income statement as submitted. Bob Page seconded the motion. MOTION CARRIED.

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

- C. Bond Update / Bond Financial Statements
Assistant Chief Dalton updated the Board on the arbitrage report and advised that this report has been submitted to GADA and the District will definitely be getting a refund of approximately \$485,000.00. This money will have to be deposited back into our Bond account. She answered questions from Board Members regarding this refund.

Charles Allen made a motion to approve the November Financial Statements as submitted. Bob Page seconded the motion. MOTION CARRIED.

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

- D. Letters from Citizens
Board Chair Bill Pierce reviewed the letters the District received last month.

- E. Monthly Division Reports
Board Chair 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 advised that Assistant Chief Bliss was at the National Fire Academy in Emmitsburg. He also commended the crews for a job well done during last Monday's winter storm. Chief Parrish also advised that the new engine had arrived and was at Maintenance and should be available within the next couple of weeks.

6. VOTE TO GO INTO EXECUTIVE SESSION

Tony Reiter 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 Center Drainage. Charles Allen seconded the motion. MOTION CARRIED

AYES: Pierce, Allen, Page, Reiter

NAYS: None

At approximately 2:18 p.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 2:50 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.

8. NEW BUSINESS

A. Transfer Funds to Swift Water Rescue Account

Chief Parrish and Assistant Chief Dalton explained this transfer to the Board and also updated the amounts that would be transferred. A short discussion followed.

Tony Reiter made a motion to transfer \$7,751.68 from the training coverage overtime operations account 6118.35 to the operations training and travel conference account 6596.35. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page, Reiter

NAYS: None

B. Approve Fiscal Year 2008-2009 Audit

Assistant Chief Dalton updated the Board and reviewed the financials and changes submitted by Breecher and Company. She advised that there were some changes which were not made by the auditor and he has been advised of these and will be making them in his updated report. She answered many questions from Board Members.

Bob Page made a motion to approve FY 2008-2009 Audit prepared by Breecher and Company, as modified and contingent upon further changes which will be made by Breecher and Company. Tony Reiter seconded the motion. MOTION CARRIED.

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

C. Approve Vote-By-Mail Election Services Agreement

Assistant Chief Dalton explained this agreement between CYFD and the Yavapai County Board of Supervisors and advised that this new agreement will replace the existing agreement which we have on file. She answered questions from Board Members.

Charles Allen made a motion to approve the new Vote-By-Mail Services Agreement. Tony Reiter seconded the motion. MOTION CARRIED.

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

D. Fiscal Year 2010-2011 Budget Development Schedule

Chief Parrish presented FY 2010-2011 Budget Development Schedule and reviewed some of the pertinent dates and information with the Board.

E. Approval of CYFD Policy Amendments

Chief Parrish explained each of the policy changes which were presented for approval.

Tony Reiter made a motion to approve the following policy changes –

- o 304.00 Communications/IT Manager Job Description
- o 304.00 IT Technician Job Description
- o 304.00 Training Center Captain Job Description
- o 400.00 Wage and Benefits
- o 402.00 Holiday Pay
- o 405.00 Other Compensation
- o 407.00 TRT Assignment Pay
- o 716.00 Employment Relationship of Family Members
- o 842.00 Fixed Capital and Non-Capital Assets

Charles Allen seconded the motion. MOTION CARRIED.

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

F. Transfer Funds to Computer Supplies Training Center

Chief Parrish, Assistant Chief Dalton and Training Chief Small explained and answered questions from Board Members regarding the transfer of funds within the Training Division's budget to complete a "large group presentation" project for the CPAT room. They advised that the transfer of these funds will allow CYFD to accurately track the project costs and follow appropriate accounting guidelines.

Tony Reiter made a motion to transfer \$3,700 from account 6201.35 Computer Supplies and \$6,300 from account 6270.35 Building Maintenance Supplies to account 7740.35 Capital Outlay Equipment, Training Center and to approve purchase from AV Domonics in the amount of \$10,000 to provide equipment for Phase 3 of CYRTA's audio/visual project. Bob Page seconded the motion. MOTION CARRIED.

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

9. CALL TO THE PUBLIC

None

10. ADJOURNMENT

The meeting was adjourned at 3:47 p.m.

Charles Allen, Board Clerk