

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

February 8, 2010

MINUTES

1. CALL TO ORDER

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Monday, February 8, 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.

Chairman Pierce welcomed Board Member Sandie Heiden back,

3. PRESENTATIONS

A. Swear In New Reserve Firefighter

Chris Tobin was present and sworn in to the rank of Reserve Firefighter

B 2009 Alarm Response Time Presentation

Chief Parrish reviewed the alarm response times with the Board and answered questions from Board Members

4. APPROVAL OF MINUTES

A. Regular Session of January 11, 2010

Bob Page made a motion to approve the minutes of the Regular Session of January 11, 2010. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page

NAYS: None

- B. Executive Session of January 11, 2010
Bob Page made a motion to approve the minutes of Executive Session of January 11, 2010. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page
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.

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

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

- C. Bond Update / Bond Financial Statements
Assistant Chief Dalton updated the Board on the status of the Bond accounts and also advised that we had received the Arbitrage Refund Check. A short discussion followed and Assistant Chief Dalton answered questions from Board Members. Board Chairman Pierce requested that material for review regarding bond funds be distributed to Board Members prior to the next Board Meeting

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

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

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

- E. 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 answered questions from Board Members regarding radios from the Police Department. Board Chairman Pierce also commended Fire Marshal Cook on the article in the Courier regarding the Fire Pal Program.

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 and legal advice pursuant to A.R.S. §38-431.03(A)(3) and to give instructions to the District attorney regarding the District's position regarding contracts that are the subject of negotiations, pursuant to A.R.S. §38-431-03(A)(4) regarding options available to the District as it relates to construction contracts for the completion of the projects associated with the training center; use of design build contracts, construction manager at risk contracts, issues relating to change orders, bidding requirements, etc.

Charles Allen seconded the motion. MOTION CARRIED

AYES: Pierce, Allen, Heiden, Page

NAYS: None

At approximately 2:27 p.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 3:20 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. Contract Options for Construction at the Training Center

Board Chair Pierce reviewed the three contract options for construction as explained by Attorney Whittington.

Bob Page made a motion to utilize the Design/Build Contract option with an addendum that a project manager be hired to oversee the project. Sandie Heiden seconded the motion. MOTION CARRIED.

The Board then instructed staff to secure bids for a Project Manager to oversee the projects associated with the Training Center.

AYES: Pierce, Allen, Heiden, Page

NAYS: None

B. Master Intergovernmental and Non-Governmental Agreement Forms for Apparatus Maintenance and Repair

Chief Parrish advised the Board that Attorney Whittington and Fleet Services Manager Scaife have been working on the proper language for these agreements and have modified them.

Bob Page made a motion to adopt the master Intergovernmental and Non-Governmental Agreement forms as modified. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page

NAYS: None

C. Approval of CYFD Policy Amendments

Chief Parrish reviewed the amendments to the policies being presented for approval. Chairman Pierce questioned the change in purchasing policies with regard to not requiring Board approval for purchases between \$5,000 and \$9,999. He felt that this policy should be further amended to state that "Board approval for this level of purchases would not be required as long as the item had been approved in the Budget". Assistant Chief Dalton responded by saying that this policy would be taken back to the Policy Committee to include this clause and then be resubmitted to the Board.

Charles Allen made a motion to approve amendments to the following policies:

Policy 121.00	Policy Committee
Policy 304.00	Job Descriptions – Communications/IT Technician
Policy 405.00	Other Compensations
Policy 441	Miscellaneous Wages and Benefits – Work Schedule
Policy 750.00	Fitness Evaluation Program – PT Monitoring
Policy 752.00	Monitoring Criteria
Policy 753.00	Contraindications to Testing
Policy 754.00	Health History Form
Policy 755.00	Peer Fitness Trainers
Policy 756.00	Reserves
Policy 815.4	Weekly Routine – Holidays
Policy 831.00	Purchasing Procedures

Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page

NAYS: None

D. Fiscal Year 2010-2011 Budget Preparation

Assistant Chief Dalton distributed handouts and then reviewed the information contained in them with the Board. She advised that the Wage and Benefit Committee is still working on requests and will bring these before the Board at the March meeting. Chief Dalton also advised the Board that we will be getting

the final Assessed Valuation information from the county later in February and that those will be presented at the March Board meeting. There was a general discussion and Chiefs Parrish and Dalton answered questions from Board Members.

E. Approval to Purchase Polaris ATV, Tracks and Trailer

Chief Parrish explained that we wished to purchase a Polaris ATV, set of tracks and trailer for access to our communication towers during stormy weather conditions, as well as being available for emergency response. He stated that the funds would be taken from the Bond Communications account and that the approximate cost would be \$20,000. He also stated that James Ogden, our Communications/IT Manager had obtained quotes on for this equipment. There was a lengthy discussion and Chief Parrish and James Ogden answered questions from Board Members.

Bob Page made a motion to approve the purchase of a Polaris ATV, set of tracks and trailer for a total amount of \$16,678.78, with funds to be taken from the Bond Communications account. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Allen, Heiden, Page
NAYS: Pierce

F. Approval to Purchase a 10,000 Pound 49' Reach Lift

Chief Parrish advised the Board that Training Chief Small had located a 10,000 pound 49' Reach Lift in Phoenix for \$17,000. He stated that we had budgeted \$15,000 for this purchase. Fleet Services Manager Scaife was scheduled to go and check this out and if it was found to be mechanically sound, we would like to purchase it. He advised that the shipping would be approximately \$520.00. A short discussion followed.

Charles Allen made a motion to purchase a 10,000 pound 49' Reach Lift in the amount of \$17,000 plus \$520 in shipping charges, if found to be mechanically sound and that an extra \$2,520 required to complete purchase would be transferred from Capital Outlay. Sandie Heiden seconded the motion. MOTION CARRIED.

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

G. Approval to Purchase Self-Contained Breathing Apparatus (SCBA) Packs and Bottles

Bob Page made a motion to approve the purchase of three SCBA Packs and 2 Bottles in the amount of \$14,476.39. Charles Allen seconded the motion. MOTION CARRIED.

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

9. **CALL TO THE PUBLIC**

None

10. **ADJOURNMENT**

The meeting was adjourned at 4:24 p.m.

Charles Allen, Board Clerk