

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

August 9, 2010

MINUTES

1. **CALL TO ORDER**

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Monday, August 9, 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 Tony Reiter

Members Absent: Board Member Bob Page

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

3. **PRESENTATIONS**

A. Swear In New Board of Appeals Member John Range

Mr. John Range was present and sworn in as member of the Board of Appeals.

B. Swear In Fire Corps Members

Jacob Marks, Tyler Schreffler and Josue Zepeda were present and sworn in as Fire Corps Members. Wes Sheldon was not present.

C. Fiscal Year Alarm Summary

Records Management Specialist Leona Jaeger did a slide presentation on our call numbers and response times for fiscal year 2009-2010. Assistant Chief Bliss also presented an analysis of our response times.

D. Certificate of Appreciation for Citizen Tom Todd

Chief Parrish asked that this item be moved to a later time in the meeting as Mr. Todd was working and could not be at the meeting before 3:00 p.m.

4. APPROVAL OF MINUTES

A. Regular Session of July 19, 2010

Tony Reiter made a motion to approve the minutes of the Regular Session of July 19, 2010. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

B. Executive Session of July 19, 2010

Tony Reiter made a motion to approve the minutes of Executive Session of July 19, 2010. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

5. REPORTS AND CORRESPONDENCE

A. General Fund Financial Statements

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

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

B. Bond Update / Bond Financial Statements

Charles Allen made a motion to approve the July Financial Statements as submitted. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

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. Assistant Chief Cook advised that the District had received a Chamber Partner award from the Prescott Valley Chamber of Commerce for the District's continued participation in Chamber events.

6. VOTE TO GO INTO EXECUTIVE SESSION

Charles Allen made a motion to go into Executive Session for Legal Advice pursuant to ARS §38-431.03(A)(3) re: Training Center Drainage and Bid for CYRTA Storage/Restroom and Communications Building and to give instruction to the District's

Attorney pursuant ARS §38-431.03(A)(4) re Training Center Drainage. Tony Reiter seconded the motion. MOTION CARRIED.

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

At approximately 2:35 p.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 3:38 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. Approve Bid for CYRTA Storage/Restroom and Communications Buildings

Chairman Pierce advised that the Board could not allow the scheduled presentations as they were not detailed in the bid specifications. He stated that the Board had reviewed the four lowest bids and thanked the contractors for their time in preparing their bids.

Tony Reiter made a motion to reject all bids at this time so that the Board could get further legal advice regarding the drainage issues before proceeding with this construction project. Sandie Heiden seconded the motion.

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

C. Approve Water Tender Bid

Fleet Services Manager Scaife recommended that the Board accept the bid from Rosenbauer for the Water Tender. He stated that although this bid was not the lowest, this company had met all of the bid specifications and that there would be credits for the payment of the chassis and lighting which would reduce their original bid of \$303,303 to \$296,443.

Charles Allen made a motion to approve Rosenbauer bid for the water tender in the amount of \$296,443 plus applicable sales tax. Tony Reiter seconded the motion. MOTION CARRIED.

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

D. Approve Architect Qualifications for Station 58

Assistant Chiefs Cook and Bliss explained their process for reviewing the Requests for Qualifications which were submitted for the design of the new Station 58. They answered questions from Board Members.

Tony Reiter made a motion to accept the bid from Michael Taylor Architects in the amount of \$58,820 subject to all terms and conditions that are added to our standard contracts. MOTION CARRIED.

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

E. Approve CYFD Policy Amendments: Fire Chief Job Description

Chairman Pierce explained the differences between the job description in the Fire Board Policy Manual and the CYFD Policy Manual. He advised that the final decision as to what is required for a Fire Chief rests with the Board.

Tony Reiter made a motion to approve the amendments to CYFD Policy Tab 304 - Fire Chief Job Description as presented. Sandie Heiden seconded the motion. MOTION CARRIED.

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

8. **NEW BUSINESS**

A. Approve Intergovernmental Agreement (IGA) for Communications Equipment Maintenance between Central Yavapai Fire District and Yavapai County Sheriff's Office

Board Chairman Pierce asked that this item be moved further down on the agenda as the Board needed to go into Executive Session for legal advice prior to voting on this item.

B. Approve Conflict of Interest Consent and Waiver for City of Prescott

Tony Reiter made a motion to approve a Conflict of Interest Consent and Waiver form from Attorney Whittington due to his firm representing both the City of Prescott and Central Yavapai Fire District. Sandie Heiden seconded the motion. MOTION CARRIED.

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

C. Approve Intergovernmental Agreement (IGA) for Fire Apparatus Maintenance and Repairs between Central Yavapai Fire District and Verde Valley Fire District

Charles Allen made a motion to approve the Intergovernmental Agreement (IGA) for Fire Apparatus Maintenance and Repairs between Central Yavapai Fire District and Verde Valley Fire District. Tony Reiter seconded the motion. MOTION CARRIED.

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

D. Approve CYFD Policy Amendments

Chief Parrish explained the modifications to the policy amendments presented for approval.

Tony Reiter made a motion to approve the amendments to Policy Tab 730 – Grievance Procedure; Policy Tab 752 – Monitoring Criteria; Tab 821 – Blood Pressure Checks. Sandie Heiden seconded the motion. MOTION CARRIED.

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

E. Discuss Old Black Canyon Highway Fire Station Property
Board Chairman Pierce asked that this item be moved further down on the agenda as the Board needed to go into Executive Session for legal advice prior to voting on this item.

F. Approve Fire Protection Contract - YETI LLC
Assistant Chief Dalton advised that this property had been recently sold and the previous owner also had a contract therefore the amount was prorated.

Tony Reiter made a motion to approve the Fire Protection Contract for YETI LLC at 18890 E. Old Cherry Road, Dewey in the prorated amount of \$726.30. Charles Allenie Heiden seconded the motion. MOTION CARRIED.

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

9. **CALL TO THE PUBLIC**
None

At this time, Charles Allen made a motion to go into Executive Session for Legal Advice pursuant to ARS §38-431.03(A)(3) re: (A) IGA with Yavapai County Sheriff's Office and (B) Old Black Canyon Highway Fire Station Property. Tony Reiter seconded the motion. MOTION CARRIED.

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

At approximately 4:10 p.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 5:00 p.m. the Board reconvened into Public Session.

8. **NEW BUSINESS (continued)**

A. Approve Intergovernmental Agreement (IGA) for Communications Equipment Maintenance between Central Yavapai Fire District and Yavapai County Sheriff's Office
Tony Reiter made a motion to approve the Intergovernmental Agreement between Central Yavapai Fire District and Yavapai County Sheriff's Office for communications and technical services as submitted, provided however, it is modified to remove the references to the separate communications sites and be further modified to provide for an annual payment in the amount of \$85,000 which shall be equivalent to 2080 hours of straight time and YCSO shall pay all overtime incurred. YCSO shall provide a gas card, an appropriate vehicle and test equipment necessary for CYFD's tactical personnel to provide the services called for in the contract. However, if due to poor access conditions the vehicle provided by YCSO is unable to reach the tower sites, YCSO will reimburse the District any additional expenses incurred to reach the sites. Also the contract should be further modified to state that if YCSO is not satisfied with the services provided, their

remedy will be limited to severance of the contract. Sandie Heiden seconded the motion. A short discussion followed. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

E. Discuss Old Black Canyon Highway Fire Station Property

Tony Reiter made a motion to direct Assistant Chief of Administration Dalton to go back to Fain Signature Group to obtain alternate pricing on the Old Black Canyon Highway property and bring back to the Board for approval. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

10. ADJOURNMENT

The meeting was adjourned at 5:10 p.m.

Charles Allen, Board Clerk