

CENTRAL YAVAPAI FIRE DISTRICT  
FIRE BOARD  
REGULAR SESSION

June 08, 2009

MINUTES

**1. CALL TO ORDER**

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Monday, June 08, 2009 at 2:01 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: Chief Michael Parrish, Assistant Chief Mary Dalton and Administrative Manager Judy Wright.

**3. APPROVAL OF MINUTES**

**A. Regular Session of May 11, 2009**

Charles Allen made a motion to approve the minutes of the May 11, 2009 regular meeting. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

**B. Special Session of May 11, 2009**

Charles Allen made a motion to approve the minutes of the May 11, 2009 special session. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

**C. Executive Session of May 11, 2009**

Sandie Heiden made a motion to approve the minutes of the May 11, 2009 executive session. Tony Reiter seconded the motion. MOTION CARRIED.

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

#### **4. REPORTS AND CORRESPONDENCE**

##### **A. Fire Board Chairman's Report**

Board Chairman Bill Pierce reported that he had signed checks and also attended a PSPRS meeting at District Headquarters during the past month.

##### **B. General Fund Financial Statements**

Sandie Heiden made a motion to approve the May payroll, accounts payable check registers, direct deposit reports, and income statement as submitted. Charles Allen 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. He made particular mention of the letter from the Commission on Fire Accreditation International advising that they had voted unanimously to accept our Annual Compliance Report.

##### **D. Monthly Division Reports**

Board Chair Bill Pierce reviewed the highlights of the monthly division reports.

##### **E. Bond Update / Bond Financial Statements**

Charles Allen made a motion to approve the April Financial Statements as submitted. Sandie Heiden seconded the motion. MOTION CARRIED.

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

#### **5. OLD BUSINESS**

A. Approve Fiscal Year 2009 - 2010 Tentative Budget

Assistant Chief Dalton did an extensive power point presentation explaining the details of the budget. Board Chair Pierce thanked Assistant Chief Dalton for the work done to put this budget together.

Charles Allen made a motion to approve the tentative budget of 2009-2010 in the amount of \$14,808,627. Sandie Heiden seconded the motion. MOTION CARRIED.

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

6. NEW BUSINESS

A. Possible Approval of LEA Contract to Design Training Center Storage and Communication Facility

Assistant Chief Dalton distributed preliminary designs which were received from LEA and Attorney Whittington handed out amendments to the LEA proposal for Board consideration. Assistant Chief Dalton explained that the expenditures for this project would be taken from Bond funds. She said that since construction costs are very low, it would be beneficial for us to use the money at this time. She then answered questions from Board Members.

Sandie Heiden made a motion to approve the LEA Contract for the design of the Training Center Storage and Communication Facility and the addendum and supplement thereto. Charles Allen seconded the motion. MOTION CARRIED.

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

B. Approve Change Orders for Station 54 and 55 Towers

Chief Parrish explained that the construction at Stations 54 and 55 required additional excavation due to soils conditions. He and PSTT James Ogden answered questions from Board Members.

Sandie Heiden made a motion to approve Change Order #1 in the amount of \$1870.05; Change Order #2 in the amount of \$4663.17; Change Order #3 in the amount of \$900.00; Change Order #4 in the amount of \$750.00; Change Order #5 in the amount of \$486.12; Change Order #6 in the amount of \$1878.75. Charles Allen seconded the motion. MOTION CARRIED.

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

C. CYFD Policy Amendments

Policy 121.00 Policy Committee, Purpose and Function

Charles Allen made a motion to approve Policy 121.00 as amended. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

Policy 200.00 Hiring and Promotional

Sandie Heiden made a motion to approve Policy 200.00 as amended. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

Policy 601.00 Leave Request Forms

Charles Allen made a motion to approve Policy 601.00 as amended. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

D. Approve Yavapai College Agency Affiliation Agreement – Paramedic and/or EMT Basic Training

Chief Parrish advised the Board that this was an agreement that we have had for many years with Yavapai College since students are required to do a number of hours in ride along program to obtain certification. He also explained that there was addendum drafted by Attorney Whittington to include termination language as well as language covering Legal Arizona Workers Act Compliance. He answered questions from Board Members.

Charles Allen made a motion to approve the Agency Affiliation Agreement with Yavapai College EMS Department and the addendum setting forth Termination Language as well as language regarding Legal Arizona Workers Act Compliance. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

E. Approve Change Order for Wargo Construction

Sandie Heiden made a motion to approve the Wargo Construction Change Order for the completion of work at Station 53 in the amount of \$5,580.81. Charles Allen seconded the motion. MOTION CARRIED.

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

F. Approve Contract with Super Seal for Asphalt Repair and Sealing at Station 57

Chief Parrish explained that we attempted to get three quotations for this project but only one estimator supplied quotes. He recommended accepting these so that we could begin the repair work at Station 57.

Charles Allen made a motion to accept Proposal #1 from Super Seal in the amount of \$4,676 for the removal of and replacement of asphalt at Station 57. Tony Reiter seconded the motion. MOTION CARRIED.

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

Charles Allen made a motion to accept Proposal #2 from Super Seal in the amount of \$2,408 to seal the asphalt at Station 57. Tony Reiter seconded the motion. MOTION CARRIED.

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

G. Adjudication of Test Scores

Board Chair Pierce suggested that since Board Member Page was the one who requested this topic be placed on the agenda that this be tabled until the July meeting. At this point Assistant Chief Dalton stated that she had spoken with Mr. Page regarding this issue and said that Board Member Page wished to get together with Chief Dalton and other District members to discuss this prior to bringing to the Board for consideration. She then advised that since she would be at the National Fire Academy during the July Board meeting that this matter be tabled until the August meeting. There were no objections to this so this issue will be placed on the August agenda.

H. Postponement of Promotional Testing Until February 2010

Board Member Reiter asked that this item be postponed until the July meeting. Assistant Chief Dalton then explained that Company Officer testing was scheduled for August and that this would not allow enough time to prepare for this testing. Board Chair advised that preparations should continue for August testing and if it became necessary, that this testing could just be cancelled.

7. **CALL TO PUBLIC**

None

8. **ADJOURNMENT**

The meeting was adjourned at 3:30 p.m.

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Charles Allen, Board Clerk