

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

June 14, 2010

MINUTES

1. CALL TO ORDER

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Monday, June 14, 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 - Tony Reiter attended via teleconference

Members Absent: None

Staff: Assistant Chief Mary Dalton and Administrative Manager Judy Wright

3. PRESENTATIONS

A. Swear In New Finance Manager

Toni Golden was present and sworn in to the position of Finance Manager.

4. APPROVAL OF MINUTES

A. Special Session of May 3, 2010

Charles Allen made a motion to approve the minutes of the Special Session of May 3, 2010. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

B. Regular Session of May 10, 2010

Bob Page made a motion to approve the minutes of Regular Session of May 10, 2010. Charles Allen seconded the motion. Attorney Whittington asked about a Consent and Waiver form from the previous meeting and was advised by Assistant Chief Dalton that this had been signed previous to the May meeting. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

C. Executive Session of May 10, 2010

Charles Allen made a motion to approve the minutes of Executive Session of May 10, 2010. Bob Page seconded the motion. MOTION CARRIED.

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

5. REPORTS AND CORRESPONDENCE

A. 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. Bob Page seconded the motion. MOTION CARRIED.

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

B. Bond Update / Bond Financial Statements

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

AYES: Pierce, Allen, Heiden, Page, 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 Dalton advised that due to the Courier not posting the budget ad on time, the July Board meeting would have to be rescheduled to comply with the 30 day posting requirement. It was the consensus of the Board that the July Board Meeting be rescheduled from July 12, 2010 to July 19, 2010.

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 to give instruction to the District's Attorney pursuant ARS §38-431.03(A)(4) re Training Center Drainage and Personnel Matters pursuant to ARS §38-431.03(A)(1) re: Interview Fire Code Board of Appeals Applicants. Charles Allen seconded the motion. MOTION CARRIED.

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

At approximately 2:19 p.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 3:45 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. Ratify Board Acceptance of Common Ground Services Bid for Monthly Landscape Maintenance at CYRTA

Assistant Chief Dalton advised that at an earlier meeting, the Board made a motion to enter into a two-year maintenance contract on a monthly payment basis in the total amount of \$4620. However, this amount was the annual cost of the contract and staff wished to clear up any misunderstanding and have the contract re-approved to also include language in the document regarding the legal Arizona workers act compliance.

Bob Page made a motion to re-approve the contract for maintenance with Common Ground Services at \$4620 per year for two years and also the addendum regarding the legal Arizona workers act compliance language. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

8. NEW BUSINESS

A. Approve New Fire Code Board of Appeals Member

Board Chairman Pierce thanked all the candidates for their time.

Bob Page made a motion to appoint Mr. Warren Steele to the Fire Code Board of Appeals. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

At this point, Chairman Pierce administered the loyalty oath to Mr. Steele.

B. Approve Sick Leave/Vacation Buyback Percentage for Post Employment Health Plan (PEHP) for Fiscal Year 2010-2011

Assistant Chief Dalton advised the Board that after discussion with employees that are considering retirement this year, staff recommends that we deposit 100% of the retiree's complete sick leave and vacation check into the PEHP account at retirement.

Bob Page made a motion to deposit 100% of employee vacation and sick leave monies into the PEHP account at retirement. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

C. Approve CYFD Audit Engagement Fee Proposal

Assistant Chief Dalton stated that we had used Breecher and Company for the past couple of years to do our annual audit and that staff recommends retaining this firm for another year.

Charles Allen made a motion to approve the Engagement Fee Proposal and Letter from Breecher and Company, with an estimated fee of \$12,000 to perform our annual audit. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

D. Approve Intergovernmental Agreements (IGAs) for Fire Apparatus Maintenance and Repairs between Central Yavapai Fire District and Chino Valley Fire District, Clarkdale Fire District, Mayer Fire District, Montezuma Rimrock Fire District

Sandie Heiden made a motion to approve the Intergovernmental Agreements for Fire Apparatus Maintenance and Repairs between Central Yavapai Fire District and Chino Valley Fire District, Clarkdale Fire District, Mayer Fire District, Montezuma Rimrock Fire District. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

E. Approve Contract for Fire Apparatus Maintenance and Repairs between Central Yavapai Fire District and Walker Fire Protection Association

Charles Allen made a motion to approve Contract for Fire Apparatus Maintenance and Repairs between Central Yavapai Fire District and Walker Fire Protection Association. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

F. Approve CYFD Policy Amendments

Tab 210 - Reserve Firefighter

Tab 211 - Reserve Firefighter Requirements/Responsibilities

Tab 212 - Reserve Auxiliary Staffing

The above items are being considered for modification to facilitate the new joint reserve program that CYFD and CVFD are working on.

Tab 221 - Firefighter Hiring and Promotional

Tab 222 - Engineer

Tab 223 - Captain

Tab 224 - Battalion Chief

These items are being reviewed to consider "additional points" associated with promotional testing.

Tab 304 – Job Description, Fire Chief

Tab 822 – Burn Permits

Assistant Chief Dalton explained the policy amendments which were brought to the Board for approval. On being questioned about the Fire Chief's job description, she

advised the Board that the Fire Chief's job description was being changed to match the selection criteria that the Fire Board Policy Manual currently directs and utilizes when hiring a Fire Chief. Board Member Page stated that he did not understand why the Fire Board Policy Manual was different from the CYFD Employee policy manual. Chief Dalton explained that the Fire Board Policy Manual was developed during the accreditation process, using the guidelines and recommendations that are outlined by the Commission on Fire Accreditation International in the Self Assessment Manual. The District also reviewed the job descriptions of numerous large and progressive fire service agencies throughout the United States and followed many of their recommendations. The majority of the accredited agencies recommended that the job description be more broad in nature in order to facilitate a larger applicant pool, providing the Fire Board or City Manager and City Council with a greater chance of being successful in finding a qualified and appropriate individuals for any vacancies which would occur. Chief Dalton also answered questions from Board Members about the modification to the Battalion Chief's additional points in promotional testing. A lengthy discussion followed. Chairman Pierce asked for clarification regarding the concerns of the Battalion Chief issue and Board Member Reiter stated that he would like to take a further look at these items before making a decision. Board Member Page stated that he too would like to review the Battalion Chief and Fire Chief sections before making a decision. He said that we cannot move forward with this until we get it right. Board Chairman Pierce urged Board Members to familiarize themselves with the contents of the Board packet prior to the meeting.

Bob Page made a motion to approve Policy Committee changes to Tabs 210, 211, 212, 221, 222, 223. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page, Reiter
NAYS: Heiden

Bob Page made a motion to table Tab 224 Battalion Chief and Tab 304 Fire Chief until they have been further reviewed. Tony Reiter seconded the motion. MOTION CARRIED.

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

Tab 822 – Burn Permits - Assistant Chief Dalton explained that this request was to modify the time that burn permits are valid and would change the time from two days to 15 days.

Charles Allen made a motion to approve the modifications to Tab 822 Burn Permits. Tony Reiter seconded the motion. MOTION CARRIED.

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

G. Bond A & B Expenditures

1. Approval of Ground Cover Bid for Future Build Area at CYRTA
Assistant Chief Dalton explained the requirements of the Town of Prescott Valley regarding landscaping and stated that they had given us extra time to get this completed. She stated that they now want us to either landscape or use some type of dust inhibitor on the front portion of the property. We have received bids from four companies for the purchase and installation of the materials required. Chief Small has recommended that the bid be awarded to Common Ground Services because their bid is the lowest. We will utilize bond funds to fund this project.

Bob Page made a motion to approve contract with Common Ground Services in the amount of \$27,000 plus tax. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

2. Permission to go out to bid for Storage/Restroom and Communications Building
Assistant Chief Dalton advised that the plans are complete for the two building and the permits are ready to be picked up at the Town of Prescott Valley offices. She stated that with the Board's approval, we would begin the bid process and will schedule a pre-bid conference on July 6, 2010 to give contractors an opportunity to ask any questions prior to submitting a bid. She advised that we have scheduled the bid closing date for July 20, 2010. A short discussion followed.

Sandie Heiden made a motion to begin the bid process on Project 08060. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

3. Permission to begin Bid Process for Water Tender
Assistant Chief Dalton advised that per our 10 year Capital Acquisition and Replacement Schedule, we have prepared bid specifications for an additional Type 1 water tender. She stated that during our last Insurance Services Office rating almost 12 years ago, we were notified that in order to improve our ISO grading we needed to provide an additional water tender to service the Dewey area. At this point, Board Member Reiter asked for an explanation of ISO. Chief Dalton explained this and answered questions from other Board Members.

Charles Allen made a motion to begin Bid Process for a Type 1 Water Tender. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

4. Permission to request Proposal from LEA Architects for Development of a Class A Residential Burn Building and Warehouse
Assistant Chief Dalton explained the reasons for this request. She advised that we are short of storage space and also need to address important training issues with the Class A Burn Building. A short discussion followed and Chief Dalton answered questions from Board Members. She also advised that there is no cost to the District to obtain this proposal.

Bob Page made a motion to request a proposal from LEA Architects for the development of a Class A Residential Burn Building and also a warehouse to begin with 5,000 square

feet but designed so that it can be extended to 10,000 square feet in the future. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

5. Permission to issue Request for Qualifications for Station 58 Architect

Assistant Chief Dalton stated that as we continue to monitor our statistical data to evaluate our call volumes, response times etc., we have determined that there is a trend of increasing call volume and response times in the Prescott Valley Unit 19 area, which is north of spouse and west of Robert Road. She said that our Station 58, which is located at 4850 North Robert Road would service this area very well. However, it is a small two bay station with a single non-ADA compliant restroom. The current building has numerous structural challenges with both the floor and walls. Since it is in a good location, our plan would be to demolish this existing reserve station and build a full time station similar to Station 533. We would probably have more public support for a station at this location since there has been a station there for several years. Therefore, the first step in this process would be to issue a Request for Qualifications for fire station architects. She answered several questions from Board Members on this subject.

Sandie Heiden made a motion to issue a Request for Qualifications for an architect to design Station 58 on North Robert Road. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

6. Permission to Negotiate with Property Owners for future Fire Station Property

Assistant Chief Dalton advised that one of our Strategic goals for the last seven years has been to acquire property for future fire stations in strategic locations throughout the Fire District. She stated that we have the area on Old Black Canyon Highway, between Stoneridge Subdivision and Prescott Country Club marked as one of our high priorities for future fire station land purchases. Also, the area near Highway 89A and the Yavapai County fairgrounds is marked as a medium priority area. With the Board's approval, we will determine which parcels are for sale and what the asking price would be and then bring that information back to the Board for their review. She also answered questions from Board Members.

Bob Page made a motion to give permission for staff to negotiate with property owners for future fire station property and bring that information back to the Board. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

7. Ratification of Station 54 Asphalt Repair Agreement

Assistant Chief Dalton advised the Board that in January, Facilities Maintenance Coordinator Rorick completed an inspection of Station 54 and that the asphalt was in good condition. However, about two weeks ago, he was at Station 54 and noticed a portion of the asphalt had become extremely cracked and needed to be repaired as soon as possible as it would not hold up much longer and then would be more expensive to repair as it would have deteriorated considerably. FMC Rorick requested bids to

determine the cost of the repair. Since we did not budget for the repairs next fiscal year and there was some money available in this year's budget, FMC Rorick was able to secure a bid from Super Seal on short notice in the amount of \$8,548. Chief Dalton met with Board Chairman Pierce on Tuesday, June 8 and received approval to proceed with this asphalt repair. Super Seal has been contacted and they will begin this work immediately and we will issue the payment for this project out of the current year's budget. She answered questions from Board Members and FMC Rorick also explained the problem to the Board.

Charles Allen made a motion to ratify the approval of the Super Seal invoice in the amount of \$8,548 for the necessary repairs of the asphalt at Station 54. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

9. **CALL TO THE PUBLIC**

None

10. **ADJOURNMENT**

The meeting was adjourned at 5:14 p.m.

Charles Allen, Board Clerk