

CENTRAL YAVAPAI FIRE DISTRICT  
FIRE BOARD  
REGULAR SESSION

May 10, 2010

MINUTES

**1. CALL TO ORDER**

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Monday, May 10, 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, Bob Page and Tony Reiter

Members Absent: None

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

**3. PRESENTATIONS**

A. Swear In New Firefighters Postula and McGuire

Firefighters Karl Postula and Thaddeus McGuire were present and sworn in to the rank of Firefighter

B. Swear in New Communications/IT Technician Legge

David Legge was present and sworn in as Communications/IT Technician.

C. Presentation of Appreciation

Captain Alex McKinnon was presented a plaque of appreciation by Chief Parrish for repairing the culvert damage in their neighborhood Firefighter Mike Sims who also was involved in the repair of the culvert was not present at the meeting but will also be given a plaque.

**4. APPROVAL OF MINUTES**

A. Regular Session of April 12, 2010

Bob Page made a motion to approve the minutes of the Regular Session of April 12, 2010. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

B. Executive Session of April 12, 2010

Bob Page made a motion to approve the minutes of Executive Session of April 12, 2010. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

5. **REPORTS AND CORRESPONDENCE**

A. General Fund Financial Statements

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

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

B. Bond Update / Bond Financial Statements

Bob Page made a motion to approve the March Financial Statements as submitted. Tony Reiter 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.

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 Asbestos Notification; and 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)(7) re the East Valley Road Acquisition. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

At approximately 2:17 p.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 3:07 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. Fire Chief Testing Process

Chief Parrish advised the Board that he has set a retirement date of June 27, 2011 and that the Board should determine how they would like to proceed with the search for his replacement. There was a lengthy discussion as to whether the search should be for internal and external candidates and the feasibility of engaging the services of a Human Resource consulting firm to assist in the testing and selection process. Several Board Members voiced their preference to open the testing to both internal and external candidates.

Bob Page made a motion to authorize staff to begin the process by preparing a Request for Proposal to be sent out to various HR Consultants for the testing and selection of a Fire Chief. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

**8. NEW BUSINESS**

A. Asbestos Notification

Chairman Pierce advised that as a result of the Board's Executive Session, no action will be taken at this time.

B. Possible Approval to Purchase Property on East Valley Road

Chairman Pierce advised that as a result of the Board's Executive Session, no action will be taken at this time.

C. Approve Resolution 10-1 Adoption of Arizona Division of Emergency Management Designation of Applicant's Agent

Assistant Chief Dalton explained the FEMA audit to the Board.

Bob Page made a motion to approve Resolution 10-1 to certify the information on the "Arizona Division of Emergency Management Designation of Applicant's Agent Form" is true and correct and that the Central Yavapai Fire District has appointed Assistant Chief of Administration Mary Dalton as the designated Applicant's Agent to act on behalf of the Central Yavapai Fire District and to sign the agreement to work with the Arizona Division of Emergency Management relating to the cost recovery for the costs incurred by Central Yavapai Fire District

during the FEMA Disaster Declaration #FEMA-1888-DR for the Winter Storms. Tony Reiter seconded the motion. MOTION CARRIED.

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

- D. Approval of Fire Protection Contract – Pfeifer  
Bob Page made a motion to approve the Fire Protection Contract for the Pfeifer property located at 7370 E. Penny Lane, Prescott Valley, in the amount of \$88.32. Tony Reiter seconded the motion. MOTION CARRIED

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

- E. Approve Intergovernmental Agreements (IGAs) for Fire Apparatus Maintenance and Repairs between Central Yavapai Fire District and the Town of Payson and the Fire Districts of Camp Verde, Crown King, Groom Creek and Williamson Valley

Assistant Chief Dalton updated the Board on the changes to these agreements regarding the light/heavy duty vehicle rates for repairs and also the legal language that was added to the agreements.

Tony Reiter made a motion to approve the Intergovernmental Agreements for Fire Apparatus Maintenance and Repairs between Central Yavapai Fire District and the Town of Payson and the Fire Districts of Camp Verde, Crown King, Groom Creek and Williamson Valley. Bob Page seconded the motion. MOTION CARRIED.

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

- F. Approval to Discontinue Participation in the CYFD/Town of Prescott Valley Communications “Partnership Site” and seek other Glassford Hill Site Options

Chief Parrish advised the Board that the Town of Prescott Valley wants to move this project in a different direction than CYFD intended and that we were seeking the Board’s approval to withdraw from any further participation in this partnership site. A short discussion followed and Chief Parrish stated that the Town really did not want any money from us, that basically they wanted to use the services of Telecommunications Manager Ogden.

Bob Page made a motion to withdraw participation in the partnership site on Glassford Hill with the Town of Prescott Valley. Tony Reiter seconded the motion. MOTION CARRIED.

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

- G. Approve Tentative Budget for Fiscal Year 2010-2011

Assistant Chief Dalton updated the Board on a few minor account adjustments. She stated that the only significant adjustment was due to the assessed valuation which was increased by \$5.8 million due to an adjustment to the Transwestern Pipeline property. She said that due to the budget revisions and the increased valuation, the impact of the proposed levy on the average homeowner will be a \$1.71 decrease in their annual fire district taxes. She then explained the posting and publishing process to comply with Arizona State Statutes.

Bob Page made a motion to approve the Tentative Budget for FY 2010-2011. Tony Reiter seconded the motion.

At this point Board Member Reiter asked about employees' wages being frozen again this year. Assistant Chief Dalton advised that it would cost the District approximately \$750,000 to add wages back into the budget this year and that we needed to save this money as we are still not sure what our assessed valuation will be next year. Chairman Pierce then talked about the fact that we did not have to layoff personnel and Chief Parrish added that Labor and Management have worked well together on keeping jobs intact and that they were in agreement regarding a wage freeze again this fiscal year.

MOTION CARRIED.

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

9. **CALL TO THE PUBLIC**  
None

10. **ADJOURNMENT**  
The meeting was adjourned at 3:40 p.m.

---

Charles Allen, Board Clerk