

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

May 11, 2009

MINUTES

1. CALL TO ORDER

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Monday, May 11, 2009 at 2:05 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 Lead Administrative Specialist Judy Wright.

3. PRESENTATION

A. Swear In New Engineer, Captains and Battalion Chief

Cougan Carothers was present and sworn in to the rank of Battalion Chief.

John Feddema was present and sworn in to the rank of Captain.

Mark Mauldin was present and sworn in to the rank of Captain.

Brody Fields was present and sworn in to the rank of Engineer.

4. APPROVAL OF MINUTES

A. Regular Session of April 13, 2009

Charles Allen made a motion to approve the minutes of the April 13, 2009 regular meeting. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

B. Executive Session of April 13, 2009

Bob Page made a motion to approve the minutes of the April 13, 2009 executive session. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

5. **REPORTS AND CORRESPONDENCE**

A. Fire Board Chairman's Report

Board Chairman Bill Pierce reported that he had met with staff members regarding the procedure for the Personnel Hearing which was conducted today.

B. 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. 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 Chair Bill Pierce reviewed the highlights of the monthly division reports. Assistant Chief Bliss updated the Board on the progress of the Station 51/72 remodel.

E. Bond Update / Bond Financial Statements

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

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

6. OLD BUSINESS

A. Fiscal Year 2009 - 2010 Draft Budget Review

Assistant Chief Dalton reviewed the draft budget and answered questions from Board Members.

7. NEW BUSINESS

A. Adjudication of Test Scores

Board Member Page requested that discussion on this item be postponed until the June meeting as Assistant Chief Dalton would like to gather additional information on this matter before presenting to the Board. It was the consensus of the Board to move this item to the June agenda.

B. CYFD Policy Amendments

Chief Parrish presented several CYFD policies to the Board for approval.

Policy 610.00 – Vacation

Bob Page made a motion to approve amendments to Policy 610.00 as presented. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

Policy 120.00 – Purpose and Scope of Policy Manual

Chief Parrish explained that the paragraph which was being deleted was a duplication of another section of the policy manual.

Tony Reiter made a motion to move this to the next meeting as he was not able to read through these amendments because he did not have access to the information prior to the meeting. Chairman Pierce stated that he would be more than happy to accommodate this request however he felt that it had been explained that this paragraph was not being removed from the manual entirely that it is in another section of the policy manual. He then asked Board Member Reiter if his motion included all the policy amendments or just this one. Board Member Reiter replied that it was just this one for now. Chief Parrish then asked Board Member Reiter if he had contacted the B.C.'s to gain access to the office to pick up his board packet. Mr. Reiter advised that he had been there twice and no one was there. He then said that he was not privy to the codes to enter the buildings. At this time, Chairman Pierce said that he would be pleased to show Board Member Reiter the codes for entry into our buildings. The motion died due a lack of second. Union vice-president Tharp commented that the membership

was comfortable with this paragraph being removed as it was in another section of the manual and clearly stated the make-up of the policy committee. After a short discussion Bob Page made a motion to delete this section from Policy 120.00 for the purpose of clean up of the manual. Tony Reiter seconded the motion. MOTION CARRIED.

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

Policy 223.00 Captain and 224.00 Chief Officer

Chief Parrish asked that we combine these two sections as we were deleting the same sentence in both sections and were in the process of developing an SOG to state how we will be scoring the assessment centers for both the Captain and Chief Officer testing. Assistant Chief Dalton explained that the basics of the scoring would be in Tab 200 of the policy manual and the balance would go into an SOG. She explained that this was being discussed and worked on presently and would go to the next policy committee meeting and then to the Board for approval.

Charles Allen made a motion to approve the amendments to Policy 223.00 and Policy 224.00. Tony Reiter seconded the motion. MOTION CARRIED.

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

Policy 1001.00 Safety Committee

Chief Parrish explained that the change to this policy was to remove the responsibility of the safety inspection of the facilities from the Chief Officers to the Facilities Maintenance Coordinator.

Bob Page made a motion to approve the amendment to this policy. Charles Allen seconded the motion. MOTION CARRIED.

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

Policy 110.00 Organizational Chart

Chief Parrish explained that we had just reformatted our organizational chart and that this reflects what is in place today.

Bob Page made a motion to approve the new organizational chart. Tony Reiter seconded the motion. MOTION CARRIED.

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

Policy 200.00 Hiring and Promotional

Chief Parrish advised that a paragraph was added to clarify the demotion issue.

Charles Allen made a motion to approve the addition to this policy. Tony Reiter seconded the motion. MOTION CARRIED.

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

Policy 304.00 Job Descriptions

Assistant Chief Dalton explained that as part of our accreditation process and also human resource practices that job descriptions are reviewed and updated to make sure that what is asked of an employee closely matches the job description. She advised that staff is in the process of reviewing and updating all job descriptions. The ones that were submitted for approval today have gone to the policy committee and been approved there. She also stated that the job description for the Administrative Accountant is being deleted as those job duties have been distributed between the Finance Manager and the Finance Assistant. Assistant Chief Dalton further explained that some of the changes in the Finance job descriptions were the result of suggestions from our auditor and that the new format was due to our accreditation process when the peer evaluators requested that we date the revision dates of our policies.

Bob Page made a motion to approve the additions, changes and deletions to the job descriptions presented to the Board. Tony Reiter seconded the motion. MOTION CARRIED.

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

Policy 231.00 Office Assistant

Assistant Chief Dalton advised that since the Office Assistant position is one that has a higher turnover rate than any other position in the District, that we remove the testing requirements from the policy manual and write an SOG for administrative testing and specific scoring direction.

Tony Reiter made a motion to approve the changes in preliminary testing for Office Assistant. Charles Allen seconded the motion. MOTION CARRIED.

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

C. Review, Discussion and Possible Approval of Architect Proposal for Training Center Storage and Communication Facility

Assistant Chief Dalton advised the Board that we had asked LEA Architects to submit an initial proposal on their cost for design and oversight of a storage and communication facility at the Training Center. She noted that the heading at the top of the page was probably a typographical error, since this was not in reference to the Training Center Master Plan. She further explained the scope of the project and asked for the Board's input on this item. A short discussion followed and questions from Board Members were answered. Assistant Chief Dalton stated that the funds would be taken from the Bond account and not from the Capital Outlay account.

Tony Reiter made a motion to authorize the preparation of a contract for LEA to design the projects for approval at the next Board meeting. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

8. CALL TO PUBLIC

None

9. ADJOURNMENT

The meeting was adjourned at 3:15 p.m.

Charles Allen, Board Clerk