

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

November 9, 2009

MINUTES

1. CALL TO ORDER

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Monday, November 9, 2009 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 Members Sandie Heiden, Bob Page and Tony Reiter

Members Absent: Board Clerk Charles Allen

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

At this point, Chairman Pierce asked if there was an update on Board Clerk Charles Allen. Captain David Tharp responded that he had spoken with the family who said that Board Member Allen was at home and resting comfortably.

3. PRESENTATIONS

A. Acknowledge Retirement of Dean Taylor

Chief Parrish thanked Dean Taylor for his years of service with CYFD and presented him with an axe.

B. Twenty Year Service Awards

Battalion Chief Gary Cordes, Captain Joe Kelley, Captain Brian Cole and Engineer Dale Slothower were congratulated and presented with their 20 year service awards by Chief Parrish.

4. APPROVAL OF MINUTES

A. Regular Session of October 12, 2009

. Bob Page made a motion to approve the minutes of the Regular Session of

October 12, 2009. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Heiden, Page, Reiter

NAYS: None

B. Executive Session of October 12, 2009

Sandie Heiden made a motion to approve the minutes of Executive Session of October 12, 2009. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Heiden, Page, Reiter

NAYS: None

C. Special Session of October 19, 2009

Tony Reiter made a motion to approve the minutes of Special Session of October 19, 2009. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Heiden, Page, Reiter

NAYS: None

D. Executive Session of October 19, 2009

Tony Reiter made a motion to approve the minutes of Executive Session of October 19, 2009. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Heiden, Page, Reiter

NAYS: None

5. REPORTS AND CORRESPONDENCE

A. Fire Board Chairman's Report

Board Chairman Pierce reported that he had signed checks at the Administration Office.

B. General Fund Financial Statements

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

AYES: Pierce, Heiden, Page, Reiter

NAYS: None

C. Bond Update / Bond Financial Statements

Bob Page made a motion to approve the October Financial Statements as submitted. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Heiden, Page, Reiter

NAYS: None

D. Letters from Citizens
Board Chair Bill Pierce reviewed the letters the District received last month.

E. Monthly Division Reports
Board Chair 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. Fleet Services Manager Domenic Scaife updated the Board on the status of staff vehicle purchases.

6. VOTE TO GO INTO EXECUTIVE SESSION

Tony Reiter made a motion to go into Executive Session for Legal Advice Pursuant to ARS §38-431.03(A)(3) and ARS §38-431.03(A)(4) re Culvert Damage at 201 S. Stallion Run Trail, Dewey and Training Center Drainage. Bob Page seconded the motion. MOTION CARRIED

AYES: Pierce, Heiden, Page, Reiter

NAYS: None

At approximately 2:20 p.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 2:54 p.m. the Board reconvened into Public Session.

7. OLD BUSINESS

A. Consideration to Approve Funds for Repair of Culvert at 201 S. Stallion run Trail, Dewey

Board Member Reiter asked the owners of the above property if they would be agreeable to CYFD providing a culvert and repairing the damage and then signing a waiver releasing CYFD from any further obligation in this matter. The homeowners agreed to this.

Tony Reiter made a motion directing staff to repair the damage at the above address and to prepare a waiver for signature by the homeowners releasing CYFD from any further obligation in this matter. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Heiden, Page, Reiter

NAYS: None

B. Training Center Drainage

It was the consensus of the Board that this item be tabled until further information is available.

C. Consideration and Possible Approval of Communications/IT Technician Job Description, Pay Range and Recruiting Procedures

There was a lengthy discussion regarding this position and the communications project. Questions were answered by Chief Parrish, Assistant Chief Dalton and Telecommunications Technician Ogden. Assistant Chief Dalton explained our association with Merit Technology and the transition that would be necessary.

Sandie Heiden made a motion to approve the Communications/IT Technician Job Description, Pay Range and Recruiting Procedures, subject to Policy Committee approval. Tony Reiter seconded the motion. MOTION CARRIED.

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

D. Approval of LEA Proposal for Civil Work at Training Center

Assistant Chief Dalton explained the updated LEA proposal for civil work at the Training Center and answered questions from Board Members.

Bob Page made a motion to approve the revised proposal from LEA in the amount of \$25,470.00 and to authorize Board Chairman Pierce to sign the waiver attached to this proposal. Sandie Heiden seconded the motion. MOTION CARRIED.

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

8. NEW BUSINESS

A. Approve Fiscal Year 2008-2009 Audit

Assistant Chief Dalton advised the Board that the 2008-2009 audit was not available as our auditor had been off sick with the flu for the past two weeks. However, this report should be available prior to the December board meeting for review. If it is not available by the next Board meeting, we will have to schedule a special session.

B. Annual Goals 2009-2010 Update

Chief Parrish updated the Board on the 2009-2010 Annual Goals. Assistant Chief Dalton stated that she had spoken with the County regarding property tax collections and they advised that so far the payments have been slow for November, which is typically when the bulk of the payments are received, but we would have a better idea of these collections at the December Board meeting.

C. Consent and Waiver Regarding: Fire Apparatus Maintenance and Repair IGA with Sedona Fire District

Tony Reiter made a motion to approve the Consent and Waiver for Attorney Whittington due to his dual representation of Sedona Fire District and Central Yavapai Fire District. Sandie Heiden seconded the motion. MOTION CARRIED.

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

9. **CALL TO THE PUBLIC**

None

10. **ADJOURNMENT**

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

Charles Allen, Board Clerk