

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

October 12, 2009

MINUTES

1. CALL TO ORDER

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Monday, October 12, 2009 at 2:02 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 Member Bob Page

Members Absent: Board Members Sandie Heiden and Tony Reiter

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

3. PRESENTATIONS

A. Travis Smith was present and sworn in to the rank of Engineer

B. Evan Hlavacek was present and sworn in to the rank of Firefighter

C. Twenty Year Service Awards

Chief Parrish asked that this presentation be moved to the November Board Meeting since the plaques which were to be presented had not been received.

D. ALS Survey Cards

Chairman Pierce reviewed the survey cards which were received by the District, all of which complimented the crews on their professionalism.

4. APPROVAL OF MINUTES

A. Regular Session of September 14, 2009

. Bob Page made a motion to approve the minutes of the Regular Session of September 14, 2009. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page
NAYS: None

B. Executive Sessions I and II of September 14, 2009

Bob Page made a motion to approve the minutes of Executive Session I of September 14, 2009. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page
NAYS: None

Bob Page made a motion to approve the minutes of Executive Session II of September 14, 2009. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page
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 and also attended PSPRS meetings regarding a disability retirement and a Wage and Benefit Committee meeting during the past month.

B. General Fund Financial Statements

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

AYES: Pierce, Allen, Page
NAYS: None

C. Bond Update / Bond Financial Statements

Assistant Chief Dalton updated the Board on the bond issues over the past month and advised that we had been in touch with LEA Architects regarding the civil engineering work that is required for the excess soil issue at the Training Center. She also advised that she and Chief Parrish had met with Fain Signature Group regarding moving the property line at the south end of the property. They are considering a donation of some of this land to CYFD and that we would probably need to have a special Board Meeting sometime in the next couple of weeks to discuss this issue. She then answered questions from Board Members.

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

AYES: Pierce, Allen, Page
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. Assistant Chief Bliss spoke to the Board about the grant which we were awarded from the Tohono O'odham Nation. Chief Parrish spoke about the success of the recent AXES training which was held at the Training Center.

6. OLD BUSINESS

A. Approval of Contract and Related AIA Documents with Northern Arizona Commercial Concrete Inc for Station 533 Parking Lot Repairs
Chief Parrish advised that at last month's meeting, the Board approved the bid of Northern Arizona Commercial Concrete in the amount of \$44,722.17 for parking lot repair at Station 533. He advised that the amended AIA contract and supplemental documents needed to be approved by the Fire Board.

Charles Allen made a motion to approve the AIA Contract and Supplemental Documents with Northern Arizona Commercial Concrete. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page
NAYS: None

7. NEW BUSINESS

A. Fiscal Year 2008 - 2009 Alarm Summary Presentation
Records Management Specialist Leona Jaeger did a slide presentation on our call numbers and response times for the fiscal year 2008-2009. Assistant Chief Bliss also presented an analysis of our response times.

B. Approval of Intergovernmental Agreement for Fire Apparatus Maintenance and Repair between Central Yavapai Fire District and Crown King Fire District
Charles Allen made a motion to approve the Intergovernmental Agreement for Fire Apparatus Maintenance and Repair between CYFD and Crown King Fire District. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page
NAYS: None

C. Approval of IGA for Dispatch Services between CYFD and Prescott Regional Communication Center

Assistant Chief Dalton updated the Board on the joint agreement. She advised that while this IGA was being updated, Article 5D was inadvertently removed. This section addresses the repayment of prepaid capital expenses to Central Yavapai District. Attorney Whittington advised that an addendum was being created and that this will be brought to the Board at the next meeting for approval.

D. Approval of Service Agreement Contracts for CYFD to be an Authorized Parts and Service Center for Crimson Fire, Frontier Emergency Products, HME Incorporated, Summit and Rosenbauer America Central Division

Chief Parrish advised that these service agreements, when approved, would be a source of revenue for the District.

Bob Page made a motion to approve the service agreements between CYFD and Crimson Fire, Frontier Emergency Products, HME Incorporated, Summit and Rosenbauer America Central Division. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page
NAYS: None

E. Approval of Contracts for Fire Apparatus Maintenance and Repair with Walker Fire Protection Association, and the volunteer Fire Departments of Cherry and Southern Yavapai

Bob Page made a motion to approve the contracts for Fire Apparatus Maintenance and Repair with Walker Fire Protection Association and the volunteer Fire Departments of Cherry and Southern Yavapai. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page
NAYS: None

Charles Allen made a motion to approve the Consent and Waiver agreement for Attorney Whittington to represent CYFD and Walker Fire Protection Association and Southern Yavapai Fire Department in this matter. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page
NAYS: None

F. Acceptance of \$53,000 Grant Awarded by Tohono O'odham Nation

Assistant Chief Dalton advised the Board that we were notified on September 14th that we were successful in our grant request to purchase a Wildland truck. She stated that Yavapai County will act on our behalf with the Tribe by acting as fiscal agent and all funds will go through the County for the benefit of CYFD. It

was the consensus of the Board that Chief Parrish write to the Tohono O'odham nation and the Board of Supervisors to express our appreciation for this grant.

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

Chief Parrish and Assistant Chief Dalton spoke to the Board regarding the consideration and possible approval of an assistant for Public Telecommunications Technician James Ogden. After some discussion during which questions were answered, it was decided to table this item until the next Board meeting with the request that staff put together a package of information to be given to Board members for review at least a week prior to the November Board Meeting.

H. Fiscal Year 2009-2010 Financial/Planning Report

Assistant Chief Dalton presented our FY 2009-2010 Financial/Planning Report to the Board. She then went over in detail the five year expenditure and revenue pages of the book and updated the Board on various financial and legislative issues that could impact the District over the next few years. Chief Dalton answered questions from Board members.

I. Approval of CYFD Policy Amendments

Chief Parrish presented policy amendments for this Board's review and possible approval.

Charles Allen made a motion to approve the amendments to:

- Policy 670.00 - Industrial Leave
- Policy 730.1, 730.2, 730.3, 730.4, 730.5, 730.6 - Grievance Procedure
- Policy 1072.00 - Health Maintenance
- Policy 190.00 - Public Records Access

Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page

NAYS: None

J. Appointment of PSPRS and Volunteer Pension Board Chairman by Fire Board Chairman Bill Pierce

Board Chairman Pierce advised that he is currently serving as the PSPRS Local Board Chairman as well as the Volunteer Relief and Pension Board Chairman. According to Arizona Revised Statutes, he has the option of appointing a designee to serve in his place on these pension boards. After speaking with Board Member Sandie Heiden, who has previously served on these Boards, he is appointing Board Member Heiden to serve as his designee on these two Boards. He also asked that the record reflect that if, for any reason, she cannot serve, that he will do so.

8. VOTE TO GO INTO EXECUTIVE SESSION

Charles Allen made a motion to go into Executive Session for purposes of receiving legal advice pursuant to ARS 38-431.03(A)(3) and ARS 38-431.03(A)4 regarding Training Center drainage. Bob Page seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page

NAYS: None

At approximately 4:03 p.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 4:30 p.m. the Board reconvened into Public Session.

9. NEW BUSINESS CONTINUED

A. Training Center Drainage

It was the consensus of the Board that no action be taken at this time and that Staff and Attorney Whittington continue to gather information on this issue.

9. CALL TO THE PUBLIC

None

10. ADJOURNMENT

The meeting was adjourned at 4:32 p.m.

Charles Allen, Board Clerk