

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

September 14, 2009

MINUTES

1. **CALL TO ORDER**

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Monday, September 14, 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 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. **APPROVAL OF MINUTES**

A. Regular Session of August 10, 2009

Bob Page made a motion to approve the minutes of the August 10, 2009 regular meeting. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Page, Reiter

NAYS: None

4. **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 two special PSPRS meetings during the past month. At this point Chief Parrish thanked Mr. Pierce for his sponsorship of a hole at the recent NFFF Golf Tournament.

B. General Fund Financial Statements

Charles Allen made a motion to approve the August 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. Bond Update / Bond Financial Statements

Assistant Chief Dalton updated the Board on the bond issues over the past month and advised that we will probably be receiving a refund on our arbitrage payments since these were recalculated. She answered questions from Board Members. Sandie Heiden made a motion to approve the August Financial Statements as submitted. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, 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. Chief Parrish updated the Board on the swine flu vaccine and also advised that he had attended a meeting of Williamson Valley residents who are interested in incorporation.

5. OLD BUSINESS

A. Ratify Department of Homeland Security Grant

Chief Parrish advised that at last month's meeting, the Board approved this grant. However, the agenda listed the approval as the Department of Health Services instead of the Department of Homeland Security.

Charles Allen made a motion to ratify the approval of the Department of Homeland Security grant. Tony Reiter seconded the motion. MOTION CARRIED.

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

6. NEW BUSINESS

A. Approve Updated Capital Acquisition/Replacement Schedule

Assistant Chief Dalton explained the modifications to the Capital Acquisition/Replacement Schedule and answered questions from Board Members.

Sandie Heiden made a motion to approve the updated Capital Acquisition/Replacement Schedule. Charles Allen seconded the motion. MOTION CARRIED.

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

B. Purchase of Staff Vehicles

Assistant Chief Dalton and Fleet Services Manager Scaife explained the process of surplus vehicles to the Board. They answered questions from Board Members.

Bob Page made a motion to approve the purchase of staff vehicles not to exceed a total amount of \$135,500. Sandie Heiden seconded the motion. MOTION CARRIED.

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

C. Approve New Fire Protection Contract - Stoltzmann

Chief Parrish explained that this property was previously covered; however, the property was sold and the new owners wished to have a contract in place.

Charles Allen made a motion to approve the Fire Protection Contract on the Stoltzmann property at 7600 E. Irwin Ranch Road in the Antelope Meadows area. Tony Reiter seconded the motion. MOTION CARRIED.

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

D. Use of Barricade Fire Gel

Chief Parrish stated that as he was asked at the last meeting to look into the details regarding Barricade Fire Gel, he had asked Captain Steward, who has extensive wildland firefighting experience, to look at the available information. He presented the Board with the results of this research.

E. Approval of Fiscal Year 2009-2010 Annual Goals

Chief Parrish presented the District's Annual Goals to the Board.

Tony Reiter made a motion to approve Fiscal Year 2009-2010 Annual Goals. Bob Page seconded the motion. MOTION CARRIED.

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

F. Approval of Intergovernmental Agreements (IGA) for Fire Apparatus Maintenance and Repair between Central Yavapai Fire District and Fire Districts of Black Canyon, Camp Verde, Chino Valley, Clarkdale, Groom Creek, Mayer, Montezuma-Rimrock, Sedona, Williamson Valley, and the Fire Departments of the Towns of Jerome and Payson, and the U.S. Department of Agriculture Prescott National Forest

Chief Parrish explained the modifications to the above agreements regarding our new fee schedule and also to be in compliance with the new state and federal immigration laws.

Tony Reiter made a motion to approve the Intergovernmental Agreements for Fire Apparatus maintenance and repair between CYFD and Fire Districts of Black Canyon, Camp Verde, Chino Valley, Clarkdale, Groom Creek, Mayer, Montezuma-Rimrock, Sedona, Williamson Valley, and the Fire Departments of the Towns of Jerome and Payson, and the U.S. Department of Agriculture Prescott National Forest. Bob Page seconded the motion. MOTION CARRIED.

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

G. Purchase of AV Cart for Training Center

Chief Parrish advised the Board that the reason for the sole source bid on this AV Cart was because the cart must be identical to the first one purchased for the Training Center so that the AV equipment in both classrooms could be linked together. He asked for Board approval to purchase this equipment and stated that we had budgeted for this item.

After some discussion, Bob Page made a motion to approve the purchase of a second AV Cart from AV Domotics in the amount of \$14,948.34. Tony Reiter seconded the motion. MOTION CARRIED.

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

H. Award Bid for Station 533 Parking Lot Concrete Replacement

Chief Parrish advised that we had budgeted \$45,000 for this project, however after the budget was approved it was discovered that there was an additional area that needed to be repaired. After some discussion, Chairman Pierce called for a motion to table this item and allow staff to get sealed bids for the concrete replacement at Station 533 since the total project would amount to \$60,000. Board Member Reiter stated that he had questions regarding whether bond funds could be used for this purpose instead of using monies from the contingency fund

or if we could delay purchase of staff vehicles and use the monies designated for that purchase for this concrete replacement. Assistant Chief Dalton explained that it was possible to use Bond funds to purchase vehicles and transfer the money budgeted for that purpose to the Building Maintenance account. There was a further lengthy discussion and questions were answered by Facilities Maintenance Coordinator Rorick. Chairman Pierce asked about the contract and asked that modifications be made to the AIA Document before it was signed. Resident Bob Curry asked if we could have the original contractor take care of this matter and Facilities Maintenance Coordinator Rorick advised that since the warranty had expired, the original contractor was really not interested in doing this job.

It was the consensus of the Board to exclude Area 4 and proceed with the rest of the work that was necessary.

Tony Reiter made a motion to approve the bid from Northern Arizona Concrete in the amount of \$44,934 for concrete replacement at Station 533. Bob Page seconded the motion. MOTION CARRIED.

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

I. Discussion and Possible Acceptance of Claim Re: Culvert Damage at 201 S. Stallion Run Trail, Dewey

Chief Parrish explained the concerns regarding this claim. Upon recommendation by Attorney Whittington, it was the consensus of the Board that the issue be addressed in an Executive Session.

VOTE TO GO INTO EXECUTIVE SESSION

Charles Allen made a motion to go into Executive Session for the purpose of receiving legal advice pursuant to ARS 38-431.03(A)(3) re Claim for Culvert Damage at 201 S. Stallion Run Trail, Dewey. Tony Reiter seconded the motion. MOTION CARRIED.

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

At approximately 3:20 p.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 4:07 p.m. the Board reconvened into Public Session.

6I. Continued - Discussion and Possible Acceptance of Claim re: Culvert Damage at 201 S. Stallion Run Trail, Dewey

Tony Reiter made a motion to turn this claim over to our Insurance Company for them to handle. Bob Page seconded the motion. MOTION CARRIED.

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

7. **VOTE TO GO INTO EXECUTIVE SESSION**

Tony Reiter made a motion to go into Executive Session for purposes of receiving legal advice pursuant to ARS 38-431.03(A)4 Re: negotiation of contracts regarding Training Center drainage and pursuant to ARS 38-431.03(A)(1) for Fire Chief Evaluation. Bob Page seconded the motion. MOTION CARRIED.

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

At approximately 4:10 p.m. the Board then adjourned out of Public Session and into Executive Session.

At approximately 4:35 p.m. the Board reconvened into Public Session.

8. **NEW BUSINESS CONTINUED**

J. **Training Center Drainage**

Bob Page made a motion to direct legal counsel and administration to proceed with negotiations as directed in Executive Session (A)(4) and authorize expenditure for consultation with a 404 specialist. Tony Reiter seconded the motion. MOTION CARRIED.

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

6B. **PURCHASE OF STAFF VEHICLES (REVISITED)**

Board Member Reiter asked for further discussion on this item. Assistant Chief Dalton answered questions from Board Members regarding the expenditure of monies for purchase of staff vehicles.

Tony Reiter made a motion to amend previous motion to purchase staff vehicles not to exceed \$135,500 and to use monies from the Bond fund instead of the operating fund. Bob Page seconded the motion. MOTION CARRIED.

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

9. CALL TO THE PUBLIC

Board Member Page addressed the Board by commenting that he had attended some of the recent Captain's Assessment Center and was upset about a miscommunication and thought he was going to be provided a hotel room.

10. ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

Charles Allen, Board Clerk