

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
SPECIAL SESSION

September 29, 2010

MINUTES

1. CALL TO ORDER

Board Chairman William Pierce called the Fire Board Special Meeting to order on Wednesday, September 29, 2010 at 2:00 p.m. at Central Yavapai Fire District Training Center, 9601 E. Valley Road, Prescott Valley, Arizona.

Board Chairman William Pierce suggested that since Item 3A would probably be a long discussion, that it be moved to the bottom of the agenda. This was agreed upon by the Board.

2. ROLL CALL

Members Present: Board Chairman William Pierce, Board Clerk Charles Allen, Board Member Tony Reiter; Board Member Bob Page was delayed and arrived at 2:30 p.m.

Members Absent: Board Member Sandie Heiden

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

3. BUSINESS

B. Discussion and Possible Direction Given by Board regarding Professional Services (Geotech and Survey) for Station 58 Construction

Assistant Chief Dalton updated the Board on the contracts received for these services and advised that they only included liability coverage up to \$50,000. Therefore Attorney Whittington had prepared an addendum adding liability limitation language as well as the mandatory legal language the District must include in its contracts. Assistant Chief Cook then explained the bids to the Board and recommended that they accept the bid from Western Technologies for survey work.

Tony Reiter made a motion to accept bid from Granite Basin Engineering in the amount of \$1,450 plus a possible addition of \$50 for reimbursable expenses, provided they accept the addendum prepared by legal counsel. Charles Allen seconded the motion.

A discussion followed regarding acceptance of the addendum,

Tony Reiter then amended the motion to accept the bid of Lyon Engineering in the amount of \$1,515 if Granite Basin Engineering failed to accept the addendum prepared by Attorney Whittington. Charles Allen seconded the amended motion. MOTION CARRIED.

AYES: Pierce, Allen, Reiter,

NAYS: None

Tony Reiter made a motion to accept the bid for soils testing of Western Technologies Inc in the amount of \$4,800, provided that they accept addendum prepared by legal counsel. Also to accept the bid from ETC Inc for \$2,350 in the event that Western Technologies failed to accept the addendum prepared by legal counsel. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Reiter,
NAYS: None

C. Approval of Michael Taylor Architects Contract for Station 58 with Compensation Additions

Assistant Chief Dalton explained to the Board the differences in the contract. She advised that this contract provides a breakout of the services provided under Article 11 – Basis of Compensation.

Charles Allen made a motion to approve the Compensation Additions as outlined in Article 11 providing a breakout of charges as follows:

Phase 1	\$48,970
Phase 2	\$ 9,850
Construction Manager at Risk	\$ 2,500

for a total of \$61,320. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Reiter,
NAYS: None

D. Approval to Obtain Bids for Station 58 Demolition

Assistant Chief Cook asked for Board approval to allow the demolition of the current structure on the Station 58 site be done by a private contractor as this would save the District the normal mark up that would be added to the fire station construction contract if it were added to the architectural and construction contracts.

Tony Reiter made a motion to get bids for the demolition of current Station 58 buildings provided they do not exceed \$5,000 and to proceed with the lowest proposal, however if the bids exceed \$5,000 they will be brought to the Board for approval. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Reiter
NAYS: None

A. Discussion and Possible Approval of Fire Chief Selection Process

Brenda Tranchina of Human Resource Strategies presented the recommendations of the Ideal Fire Chief Selection Committee to the Board. Along with these she handed out a package with Ideal Candidate Traits, Job Description and Timeline for the recruiting process. There was a discussion regarding minimum qualifications/preferred qualifications for the candidates.

Tony Reiter made a motion to approve the Ideal Candidate Traits along with the Job Description, including the Minimum Qualifications as stated but omitting the Preferred Qualifications. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Page, Reiter

NAYS: None

Ms. Tranchina then advised that she would develop an information packet that will go out with the application. She asked for input regarding the process timeline and there was a consensus that it was agreeable. Ms. Tranchina also suggested that the Board host a "Meet and Greet" session the evening prior to the Assessment Center. She said that this would give the candidates chosen to participate in the Assessment Center a chance to meet and interact with Board Members and Senior Staff. Board Members thought that this was a very good idea. She then asked Board Members for input as to what the key issues facing the District would be and was advised that budget and funding would be the most important issues. They also thought that we should maintain our relationship with other agencies such as Police, City and other Fire Districts. Ms. Tranchina then stated that at the Committee meeting in the morning, it was suggested that the Board consider disqualifying any of the candidates if they lobbied Board Members or staff as a means of getting preferential consideration for the position. It was then agreed that any questions from candidates be directed to the Fire Chief only.

4. CALL TO THE PUBLIC

None

5. ADJOURNMENT

The meeting was adjourned at 3:52 p.m.

Charles Allen, Board Clerk