

CENTRAL YAVAPAI FIRE DISTRICT  
FIRE BOARD  
SPECIAL SESSION

September 3, 2010

MINUTES

**1. CALL TO ORDER**

Fire Board Chairman Bill Pierce called the Fire Board Meeting to order on Friday, September 3, 2010 at 9:00 a.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 and Tony Reiter

Members Absent: Board Member Bob Page

Staff: Fire Chief Mike Parrish, Assistant Chief Mary Dalton and Administrative Manager Judy Wright

**3. PRESENTATIONS**

A. Swear In New Captain, Engineer and Firefighter  
Armando Valadez, Mike Tucker and David Wittenberg were present and sworn in to the respective ranks of Captain, Engineer and Firefighter.

**4. APPROVAL OF MINUTES**

A. Regular Session of August 9, 2010  
Charles Allen made a motion to approve the minutes of the Regular Session of August 9, 2010. Sandie Heiden seconded the motion. MOTION CARRIED.

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

B. Executive Sessions of August 9, 2010  
Sandie Heiden made a motion to approve the minutes of Executive Sessions of August 9, 2010. Charles Allen seconded the motion. MOTION CARRIED.

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

**5. REPORTS AND CORRESPONDENCE**

A. General Fund Financial Statements

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

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

B. Bond Update / Bond Financial Statements

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

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

C. Letters from Citizens

Board Chair Bill Pierce reviewed the letters the District received last month.

D. Monthly Division Reports

Board Chairman 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 Chiefs Bliss and Cook updated the Board regarding the call that was received where bees had attacked horses and killed them. Assistant Chief Cook also stated that he had received a phone call from New Zealand regarding this incident. Board Chairman Pierce asked that the sign at Station 51 on Iron Springs Road be changed to reflect that it is CYFD and not Prescott Fire Department. Chief Parrish gave an update on the proposed merger between Central Yavapai Fire District and Chino Valley Fire District and also advised that he had been contacted by Williamson Valley Fire District to do some contract work. He also updated the Board on the continuing monthly Management/Labor meetings. Chairman Pierce requested that the Board have the proposed Meet and Confer Letter of Agreement by September 25, so that Board Members could have plenty of time to review this prior to the next Board meeting.

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

Tony Reiter made a motion to go into Executive Session for purposes of receiving legal advice pursuant to

**(A)** A.R.S. §38-431.03(A)(3) and Instruction to District Legal Counsel pursuant to A.R.S. §38-431-03(A)(4) regarding Training Center Drainage and

**(C)** Bid Award for Storage/Restroom and Communications Building at CYRTA; Revisit August 9, 2010 Fire Board motion re: Rejection of all Bids; Consideration of possible Rescission of Bid Rejections; Consideration and possible Award of Storage/Restroom and Communication Building Construction Bid; Consideration of additional parameters relating to same. Sandie Heiden seconded the motion. MOTION CARRIED.

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

At approximately 9:28 a.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 10:10 a.m. the Board reconvened into Public Session.

7. **OLD BUSINESS**

A. Training Center Drainage

Chairman Pierce advised that as a result of the Board's Executive Session, no action will be taken at this time.

B. Possible Action re: Bid Award for Storage/Restroom and Communications Building at CYRTA; Revisit August 9, 2010 Fire Board motion re: Rejection of all Bids; Consideration of possible Rescission of Bid Rejections; Consideration and possible Award of Storage/Restroom and Communication Building Construction Bid; Consideration of additional parameters relating to same.

Sandie Heiden made a motion to rescind the Board's action taken at the August 9, 2010 to reject all bids. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden  
NAYS: Reiter

Sandie Heiden made a motion to award bid for Project 08060 re: Storage/Restroom and Communication Building at CYRTA to Danson Construction in the amount of \$1,419,000. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden  
NAYS: Reiter

Architect Larry Enyart addressed the Board regarding Alternate No. 1 – Water Line Jack and Bore. He answered questions from Board Members.

Sandie Heiden made a motion to award the bid for Alternate No 1 to Danson Construction in the amount of \$4700.00. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden  
NAYS: Reiter

Sandie Heiden made a motion to delay the awarding of Alternate 2 – Offsite Removal of Phase 1 Spoils Material and Alternate 3 – Pavement Preservation Chip Seal. Charles Allen seconded the motion. MOTION CARRIED.

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

C. Intergovernmental Agreement between Central Yavapai Fire District and Yavapai County Sheriff's Office for Communications Support

Assistant Chief Dalton updated the Board on this agreement and advised that we had a few additional minor amendments to the agreement which was approved at the August meeting. The main addition was the issue of maintenance of the YCSO provided

vehicle. She also stated that the Sheriff's Office had made no changes to the agreement.

Tony Reiter made a motion to replace prior approved Intergovernmental Agreement between Central Yavapai Fire District and Yavapai Sheriff's Office for Communications Support. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

**6. VOTE TO GO INTO EXECUTIVE SESSION (continued)**

- B. Sandie Heiden made a motion to go into Executive Session for Personnel Matters pursuant to A.R.S. §38-431.03(A)(1) and Legal Matters pursuant to A.R.S. §38-431-03(A)(3) regarding Fire Chief Selection Process. Tony Reiter seconded the motion.

At this time, Chief Parrish advised the Board that the survey which had been handed out by Union Chapter Vice-President Tharp was actually part of the process that Brenda Tranchina would be doing as part of her recruiting process. Mr. Tharp stated that this survey was done by the Union Membership and they did recognize the fact that Ms. Tranchina would probably be doing something similar.

MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

Attorney Whittington asked that the record reflect that Administrative Manager Judy Wright and Human Resource Consultant Brenda Tranchina would be present during this Executive Session.

At approximately 10:20 a.m. the Board adjourned out of Public Session and into Executive Session.

At approximately 10:35 a.m. the Board recessed back into Public Session to allow Ms. Tranchina to do her presentation.

**8. NEW BUSINESS**

- A. Possible Action regarding Fire Chief Selection Process

Brenda Tranchina of Human Resource Strategies did a powerpoint presentation regarding the selection and recruiting of a Fire Chief. There was a very lengthy discussion and Ms. Tranchina answered questions from Board Members. Board Member Reiter stated that he would like to have a committee formed to develop an ideal candidate profile. There was a discussion about who should be considered for this committee with possible suggestions of board members, community members, union representation and support staff representation and consider limiting it to seven people. It was then suggested that Chief Parrish contact various people and form a committee. Ms. Tranchina would facilitate the meeting. Board Chairman Pierce also asked that a survey be circulated to support staff of the District to get their opinion on the selection of

a Fire Chief since the survey that was previously done was only sent out to union members.

At this point Attorney Whittington asked that the record reflect that the Board would not be going back into Executive Session.

B. Approve Audit Contract due to Firm Name Change

Sandie Heiden made a motion to approve a revised contract with the only change being the name of the audit firm from Breecher & Company PC to Assurance Professionals, PC. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

C. Approve Fire Protection Contracts: Jones, Heim, Iron Springs Club, Inc

Tony Reiter made a motion to approve the Fire Protection Contracts for the Jones property at 12280 E Mingus Vista Drive, Prescott Ridge; the Heim property at 10842 E. Sport Horse Lane, Prescott Ridge and Iron Springs Club, Inc at 6001 W. Iron Springs Road. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

D. Request Approval to obtain bids for District Security System

Assistant Chief Bliss advised that due to the recent thefts from the drug box on Engine 57 the lock codes on all the District building had been changed. He stated that it is very difficult to keep these codes secret and also stressed the overall need for improved station security. He was asking for approval to seek bids for an electronic security system.

Bill Pierce made a motion to authorize Chief Bliss, in conjunction with our Facilities Maintenance Coordinator, to research the cost of electronic security systems. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

E. CPR Across America – License Agreement with Global of Prescott Valley, LLC

Battalion Chief Cordes explained the program “CPR Across America” and advised that this training session would coming to Tim’s Toyota Center in Prescott Valley on October 25. CYFD will be working in conjunction with several area agencies but we needed to sign a License Agreement with Global of Prescott Valley for use of Tim’s Toyota Center.

Tony Reiter made a motion to approve the License Agreement with Global of Prescott Valley, LLC along with our standard Addendum to Agreement. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

F. Approval to purchase a Communications System Analyzer

Telecommunications/IT Manager James Ogden advised the Board on the need for this piece of equipment since the current equipment is approximately five years old and is in need of updates and/or repairs as it is experiencing some intermittent operation.

Tony Reiter made a motion to approve the purchase of the R8000A Communications System Analyzer manufactured and sold by General Dynamics/SATCOM Technologies in the amount of \$21,988.58. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

G. Approval of Fiscal Year 2010-2011 Wage Scale

Assistant Chief Dalton advised that the wage scales were updated to reflect the current minimum wage increase and to add an apprentice range on both the suppression and non-suppression wage scales. She also stated that all base salaries remained the same as the 2008-2009 wage scale and that the rover assignment pay was included in the updated wage scale.

Tony Reiter made a motion to approve the Fiscal Year 2010-2011 Wage Scale. Sandie Heiden seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

H. Approval to purchase Mobile Radios

Charles Allen made a motion to purchase 13 Motorola mobile radios from Inter-Mountain Communications, Inc in the amount of \$13,377.32. Tony Reiter seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

I. Possible approval of Architect AIA contract between Michael Taylor Architect and Central Yavapai Fire District for the Design/Construction oversight of Station 58

Attorney Whittington advised the Board that he was in the process of developing two different AIA contracts for either the hard bid process or the construction manager at risk process. Chief Cook advised that he has been in contact with Michael Taylor and that Mr. Taylor is open to either process.

Tony Reiter made a motion to accept the CM at Risk process for Station 58 and to direct Attorney Whittington to prepare the appropriate contracts with Mr. Taylor, incorporating all required addenda. Sandie Heiden seconded the motion.

A very lengthy discussion took place and Mr. Whittington answered questions from Board Members regarding the contracts for this project and explained the process. Assistant Chief Dalton asked that the Board set a date for a special meeting to go over these contracts and it was decided that a special meeting will be held on September 15, 2010 at 9:00 a.m.

MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

J. Approval of Fiscal Year 2010 – 2011 Annual Goals

Chief Parrish asked the Board for comments or questions on the District's annual goals for 2010-2011.

Tony Reiter made a motion to approve Fiscal Year 2010-2011 Annual Goals as presented. Charles Allen seconded the motion. MOTION CARRIED.

AYES: Pierce, Allen, Heiden, Reiter

NAYS: None

9. **CALL TO THE PUBLIC**

None

10. **ADJOURNMENT**

The meeting was adjourned at 12:10 p.m.

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Charles Allen, Board Clerk