

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District  
Meeting Held March 17, 2011**

A Regular meeting of the Clarkdale Fire District Board of Directors was held on March 17, 2011 at 4:00 p.m. at the Clarkdale Fire District Station #21, 895 First South Street, Clarkdale, Arizona.

Board of Directors:

Jim Elmer, Chairman  
Seth Murphy, Clerk (absent)  
Ron Ballatore  
Bill Snyder  
Jerry Brown

Staff:

Joe Moore, Fire Chief

Others Present: None.

**CALL TO ORDER.** The meeting was called to order at 4:03 p.m. by Board Chairman Elmer.

**ROLL CALL.** All members were present. A quorum was present.

**MINUTES – Consideration of the minutes of the meeting held February 17, 2011.**

Boardmember Ballatore moved to approve the minutes. Boardmember Snyder seconded. The motion passed unanimously.

**CALL TO THE PUBLIC.** No public comment.

**FINANCIAL REPORT – Discussion and consideration of the Monthly Financial Report.** Chief Moore stated that the district is 66.66% into the fiscal year and has received 61.47% of its budgeted income. He added that the District has expended 57.78% of the budgeted expenses for the year.

Boardmember Snyder moved to approve the financial report. Boardmember Ballatore seconded. The motion passed unanimously.

**INFORMATIONAL AND OTHER REPORTS**

**CHAIRPERSON’S REPORT – A report from the Chairperson on current events.**

Chairperson Elmer welcomed new Captain, Dean Koropatnicki and Steve Smith, who was promoted to full-time Firefighter. He noted that he met with one of the persons who was instrumental in creating the fire district, Dan Gurnsey. Chairperson Elmer felt Mr. Gurnsey was impressed with all the district has accomplished since its inception. Chairperson Elmer reported that he participated in the car show held in the town complex parking lot, which was held to raise funds to open the Clarkdale pool.

**FIRE CHIEF’S REPORT – A report from the Fire Chief on current events.** Chief Moore reported on the following:

- An emergency management exercise being held at the Clarkdale-Jerome School on April 29<sup>th</sup>.

- A “State of the District” all-employee meeting held in February.
- That a response has not been received from ISO regarding the scheduling of a water tender shuttle evaluation.
- A repair made to the radiator pipe on Engine 211, and that the engine was pump tested.
- Communication (dispatch) costs will decrease approximately \$5,800 next fiscal year due to some savings realized by the Sedona Regional Communication Center.

**SHIFT REPORTS – Written monthly reports by personnel regarding day-to-day operations.** Chief Moore explained the change from the Davis Protocol to the Gerkin Protocol as part of the annual medical physical for the emergency response personnel.

**ACTIVITY REPORTS – Written monthly reports regarding calls for service.** There was a brief discussion regarding special duty calls and multiple calls that occur at single addresses.

**MISCELLANEOUS REPORTS AND CORRESPONDENCE – Letters, news articles and other items of interest.** Chairman Elmer noted newspaper articles and letters to the editor regarding property and sales taxes.

## **OLD BUSINESS**

**WORKSESSION – A worksession to discuss options for replacing the first-out engine, including financing options and budget challenges.** Boardmember Snyder stated that he has given this much consideration and he is not in favor of purchasing a new first-out engine at this time. He stated that he feels the existing engine is still reliable and he is concerned about making such a purchase given the current state of the economy.

Chief Moore reported on the condition of the engine. He stated that the water tank is in good condition; however the anodes had to be replaced. The cooling system is being checked for corrosion. A pump test was performed and the engine did very well. He stated that the engine was out of service for 27 days, but is now back in-service. It was noted that \$10,000 in maintenance was spent on it last fiscal year and probably that much will be spent on it this year.

Discussion continued including the open cab (open back seats) and the exposure of personnel to the elements. Also discussed was the second-out engine and that has a smaller water tank than what is needed.

Discussion followed regarding the first-out engine still being an asset to the District. With all the work that has been put into the engine, and with the results of the inspections and tests, it was felt that it is reliable.

Boardmember Ballitore stated that he feels comfortable with the engine for another year, but it should not be taken for granted. He stated that the Board should reconsider the status of the engine on an annual basis.

Boardmember Brown also expressed his concerns regarding the economy.

Chairman Elmer stated that there are valid concerns. He stated that his concern with old vehicles is the fatigue of parts. He stated that with everything that has been done to the engine,

and that some major deficiencies have been ruled out, he is pretty comfortable with it. However, in the fire service there is a line at about 20 years where due to age trucks should be replaced, although this is not a hard line. He stated that he has thought about this a great deal and he feels that he is comfortable with not replacing the truck for another year. However, he stated that the funds saved by not having a truck payment needs to be set aside in capital reserve so that when it does come time to replace the truck the District is in a better position to do so.

Chief Moore stated that when it is time to purchase a first-out engine the District has the option of purchasing a “demo” truck vs. ordering a new one that would take 18 months to build. Chief Moore brought to the attention of the Board that a new grant cycle is approaching and the district could apply for an engine again.

The consensus of the Board was that the district should be prepared should something major occur to the first-out engine that would necessitate the purchase of a replacement.

Discussion followed regarding tax impacts to residents, the engine responding to EMS calls, commercial property tax rates and the reduction in assessed valuation.

**STRATEGIC PLANNING – A worksession to discuss the future plans for the Fire district, including but not limited to: Equipment replacement, new station construction, finance/budget issues, etc.** Chief Moore stated that he would like to surplus the support truck (S-221). He explained that it is not being used and there would be a cost savings to the District in terms of insurance coverage and annual inspections.

Discussion took place regarding the future goal of a new fire station. This discussion included:

- Using capital reserve funds to pay-off the land early and saving interest expense.
- The possibility of asking the holder of the note on the land to consider taking Station 22 as part of the payment.

The Board reviewed recent accomplishments:

- Improved Insurance Services Offices (ISO) rating for the community, which should reduce property insurance rates for residents approximately 30%.
- Successful grant applications:
  - New heart monitor.
  - Gifted refurbished heart monitor.
  - Hazardous materials mitigation equipment.
  - Rope rescue gear.
- Two personnel in paramedic school.
- Continuation of the transition to narrowband communications.
- Change of employee benefits.
- Hiring of an accountant for periodic reviews.
- National Incident Management System (NIMS) compliance.
- Extension of term of loan for land.

The Board reviewed present and future challenges:

- Economic downturn.
- 19% decrease in assessed property values for FY11/12.
- Increase in costs.

- National Fire Protection Agency (NFPA) compliance.

The two major goals of the District were the obtaining of a new first-out engine and the building of a fire station (the current station is owned by the Town of Clarkdale and is leased to the Fire District).

Other goals were reviewed, including:

- Personnel policy update.
- Reconfiguration of the salary schedule to better compensate employees based on performance.
- Employee retention and moral.
- Creation of special operations line items in the FY11/12 budget (HazMat, rope rescue, etc.).
- Creation of separate payroll liabilities account.
- Fire Code amendments.
- Standard Operating Procedures.
- Utilizing social media for public education and emergency notifications.
- Disposal of unused/unnecessary property.

The consensus of the Board was that they are satisfied with the operation of the district and the goals presented.

Boardmember Brown stated that possibility of mergers may be something that is a future consideration.

Another challenge noted was the proposed legislation and legal action regarding municipalities having the authority to take over private ambulance services without justification based on service performance.

## **NEW BUSINESS**

**FIRST-OUT ENGINE – Discussion and consideration of replacing the first-out fire engine (E-211).** Boardmember Snyder moved to not purchase an engine at this time, to re-evaluate the status of the first-out engine annually and to continue to set-aside funds, as the District is able to do, toward the purchase of an engine in the future. Boardmember Brown seconded. Boardmember Brown clarified that should a major deficiency or mechanical problem occur to the current engine prior to the annual discussion, the Board expects Chief Moore to bring this to the Boards attention sooner so they may reconsider. The motion passed unanimously.

**BUDGET COMMITTEE/SCHEDULE – Discussion and consideration of appointing members of the Board to serve on the budget committee for fiscal year 2011-2012 and review of the schedule for the adoption of the budget.** Boardmembers Snyder and Brown were appointed to the budget committee. Discussion followed regarding allowing additional staff members to participate on the budget committee. The consensus of the board was that this was acceptable.

**FUTURE AGENDA ITEMS – A listing of items to be placed on a future agenda.** No items were listed.

**ADJOURNMENT.** With no further business before the Board, the meeting adjourned at 6:15 p.m.

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Jim Elmer, Chairman

\_\_\_\_\_  
Date

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Seth Murphy, Clerk

\_\_\_\_\_  
Date