

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held February 14, 2008**

A Regular meeting of the Clarkdale Fire District Board of Directors was held on February 14, 2007 at 7:00p.m.at the Clarkdale Fire District Station #21, 895 First South Street, Clarkdale, Arizona.

Board of Directors:

Jim Elmer, Chairman

Seth Murphy, Clerk

Fred Hayman, Boardmember

Staff:

Don Eberle, Chief

Others Present:

CALL TO ORDER. The meeting was called to order at 7:00 p.m. by Board Chairman Elmer.

ROLL CALL. All board members were present.

MINUTES – Consideration of the minutes of the regular meeting held January 10, 2008.

Boardmember Hayman moved to approve the minutes. Clerk Murphy seconded. The motion passed unanimously.

CALL TO THE PUBLIC. None.

FINANCIAL REPORT – Discussion and consideration of the Monthly Financial Report.

Chief Eberle noted that the District is about seven months into the fiscal year. Property taxes are coming in and some line items are higher than expected, however overall expenses are 16% under budget. He noted that equipment repair and maintenance expense is up, this is due to \$2,000 in tires that were purchased. Overall he reported that the District is in good shape financially. Chief Eberle reviewed with the Board the loan payments made to the Town of Clarkdale. Clerk Murphy moved to approve the financial report. Boardmember Hayman seconded. The motion passed unanimously.

INFORMATIONAL AND OTHER REPORTS

Chairperson’s Report – A report from the Chairperson on current events. Boardmember Elmer noted that the District has been in operation for approximately one year. He expressed his gratitude to Dan Guernsey, John Harmon, Frank Haynie, Fred Hayman, Mike Westcott who worked on the formation efforts. He also thanked Mayor Von Gausig and the Town of Clarkdale for their support. On behalf of the organizing board, Chairperson Elmer thanked the citizens of the District who supported the District in order to work toward improved service. He stated that he feels that the formation committee accomplished what it set out to do regarding improving emergency services.

Chairperson Elmer presented Chief Eberle with a plaque inscribed as follows: “Presented to Fire Chief Don Eberle in appreciation for your professional expertise and personal efforts to keep the

fires put out by getting our fire district through its first year and smooth transition. Your background and personal integrity have added value to our organization beyond measure. This community and your fire board appreciate what you have done for us all and it goes without saying that you will long be remembered as our first fire chief.”

Boardmember Hayman noted the professionalism of the suppression personnel of the District.

Mayor Von Gausig spoke highly of Chief Eberle and stated that it was a huge “plus” to have someone of his experience heading up a new district. Mayor Von Gausig stated that Clarkdale is lucky to have Chief Eberle.

Chairman Elmer stated that it has been a pleasure working with Chief Eberle. Chief Eberle acknowledged the team effort.

Chairman Elmer stated that he appreciated that fitness challenge currently underway by some of the staff and was pleased with the upcoming opportunity to improve the District’s ISO rating.

Fire Chief’s Report – A report from the Fire Chief on current events. Chief Eberle reported the following:

- The company which caused the fire at Salt River Materials was billed for the District’s services and they have made payment.
- A financial services firm asked to be on a future agenda to give a presentation on bonding. The Chief reported that he would decline the offer at this time.
- The District responded to a fire in Cottonwood at the Sundial motel.
- The Strategic Planning Session is from 8am to noon on February 16, 2008.
- The annual report is complete and was provided to the Board.

Shift Reports – Written monthly reports by personnel regarding day-to-day operations. The Board reviewed the written shift reports.

Activity Reports – Written monthly reports regarding calls for service. The Board reviewed the written activity reports.

Miscellaneous Reports and Correspondence –Letters, news articles & other items of interest.

New Business

INSURANCE POLICY RENEWAL – Discussion and consideration of approving the renewal of the District’s insurance policy including vehicle, facility and liability coverage.

Chief Eberle stated that it is time for the annual renewal of the District’s insurance policy. The policy includes facility, vehicle, equipment, general liability, management liability and umbrella coverage.

He stated that upon reviewing these categories with the District's agent, he found no material changes in coverage. Some of the rates went down and others went up, resulting in an overall increase of \$159 for the year (refer to chart below). The new total annual premium is \$10,698.

Item	Current Rate	Renewal Rate	Difference
Property	\$1,339	\$1,325	-\$14.00
Fidelity Bond	\$162	\$162	\$0.00
Portable Equipment	\$529	\$476	-\$53.00
Vehicles	\$3,951	\$3,853	-\$98.00
General Liability	\$1,393	\$1,393	\$0.00
Management Liability	\$1,697	\$1,935	\$238.00
Umbrella/Excess Liability	\$1,468	\$1,551	\$83.00
Surcharge			\$3.00
Totals:	\$10,539	\$10,698	\$159.00

Chief Eberle recommended the renewal of the District's current insurance coverage. Clerk Murphy moved to renew the insurance coverage provided by Volunteer Firemen's Insurance Services (VFIS) in the amount of \$10,698. Boardmember Hayman seconded. The motion passed unanimously.

FY 2008-2009 BUDGET – Discussion and consideration of the fiscal year 2008-2009 budget process, schedule and selection of a Boardmember to serve on a Budget Committee.

Chief Eberle reported that staff is starting the budget process early. He stated that every full-time employee will play a role in putting together the budget. The Salary and Benefits Committee, comprised of the Captains and Administrative Assistant Driscoll, will help the District propose adequate adjustments in the budget for personnel. He provided a list of the budget division assignments and a copy of the proposed 08/09 Budget Work Schedule to the Board.

Chief Eberle stated that in addition to considering approval of the Budget Work Schedule, the Board should also select a member of the Board to serve on a Budget Committee with the Fire Chief. Last year Chairman Elmer served in this capacity. Boardmember Hayman moved to approve the FY 2008-2009 Budget Work Schedule and to select Clerk Murphy to serve on the Budget Committee. Chairman Elmer seconded. The motion passed unanimously.

FEMA/DHS GRANT – Discussion and consideration of accepting a grant award from the Federal Emergency Management Agency/Department of Homeland Security, and commitment of matching funds, to purchase a new brush truck.

Chief Eberle reported that several months ago, the District applied for a FEMA/DHS grant to replace the 29 year-old brush truck. On January 14, 2008 he was advised that the District had been selected to receive the grant in the amount of \$91,200. The District's match is five percent, \$4,800. The total project cost is \$96,000. He stated that the grant could not have come at a better time because the current brush truck is out of service and would require a considerable amount of money to put it back in serviceable condition. Discussion followed regarding possible specifications for the apparatus. Clerk Murphy moved to accept the FEMA/DHS grant in the amount of \$91,200 and

authorizing the matching funds to purchase a new brush truck. Boardmember Hayman seconded the motion. The motion passed unanimously.

ROOF REPAIRS - Discussion and consideration of hiring a roofing company to make repairs to Station #21.

Chief Eberle stated that the ceiling over the office and living quarters of the station has sustained water damage due to a failure of the flat roof. He has obtained four quotes for repairing the roof. These quotes range from \$345 for a temporary fix, to \$5,200 for a complete roof replacement. Since the station is a town facility, he met with Town Superintendent Dennis Inman. Mr. Inman and Chief Eberle believe the best solution is to repair the damaged areas then apply a foam layer over the entire roof. This will provide a seal and a slope for the water to drain instead of ponding. The foam would be coated with an elastomeric coating and granules. This application has a five year leak-free warrantee. The total cost is \$3,760.

Discussion included the specifics about the foam application and a sample was examined.

Clerk Murphy moved to approve the roof repair quote from Energy Roofers for \$3,760 for roof repairs to Station #21. Boardmember Hayman seconded.

Boardmember Hayman expressed concerns about the durability of a foam roof. Chief Eberle stated that the Town Superintendent will supervise the application and the specifications will state that there will be no resulting ponding. The motion passed unanimously.

FUTURE AGENDA ITEMS – A listing of items to be placed on a future agenda. The following was listed:

- Worksession prior to beginning the budget process regarding the 2008 tax assessment.

ADJOURNMENT - With no further business to come before the Board, the meeting adjourned at 7:46 p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date