

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held June 19, 2008**

A Regular meeting of the Clarkdale Fire District Board of Directors was held on June 19, 2008 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:

Joe Moore, Interim Fire Chief

Joyce Driscoll, Admin. Assistant

Others Present: Vic Viarengo, Ron Ballatore

CALL TO ORDER. The meeting was called to order at 7:06 p.m. by Chairman Elmer.

ROLL CALL. All members were present.

MINUTES – Consideration of the minutes of the meetings held May 8 and May 12, 2008. Clerk Murphy moved to approve the minutes for the meetings held May 8, 2008 and May 12, 2008. Boardmember Hayman seconded. The motion passed unanimously.

CALL TO THE PUBLIC – None.

FINANCIAL REPORT – Discussion and consideration of the Monthly Financial Report. Interim Fire Chief Moore reported that May is 91.66% through the year. The expenses are at 84.79%. It was noted that the property tax revenue is currently approximately \$30,000 less than budgeted, however it is expected that these funds will come in by the end of June.

Interim Fire Chief Moore noted a few line items that are running higher than budgeted, i.e. fuel costs. He noted that staff is taking measures to reduce fuel consumption as much as possible due its high price. Fuel is being purchased from the bulk fuel supplier in Cottonwood.

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

INFORMATIONAL AND OTHER REPORTS

Chairperson’s Report – A report from the Chairperson on current events. Chairman Elmer reported the following:

- He appreciates the work the Chief and his staff have done on the budget and that they are monitoring costs. He stated that he recognizes this is a team effort.
- He commented on the thank you letters received by the District.
- He noted that candidate forms for the Board Member seats are now available and that he is willing to help anyone wishing to run in the election with the process.

Fire Chief's Report – A report from the Fire Chief on current events. Interim Fire Chief Moore reported the following:

- Information on the November election.
- The LAFS program which was taken to all the Verde Valley schools during the end of April/beginning of May.
- The District received notice this week of an unexpected \$5,988.59 expense for next fiscal year due to a court case settlement involving Qwest Communications and the Arizona Department of Revenue. Apparently ADOR over evaluated Qwest property and now taxing jurisdictions must pay back funds.
- We have stated issuing the new ADEQ "permanent" burn permits.
- Verde Valley Medical Center's Emergency Department donated 23 Rosetta-LT ECK and Data Translators to local departments. These automatically record and transmit a patient's ECG results to the hospital via a cell phone, radio or land line. With this data the hospital can determine prior to the patient's arrival of the patient needs to go directly to the Cardiac Cath Lab for emergency intervention. This saves precious minutes and lives.
- The June CPR and First Aid Classes are being held on June 22.
- The District received information that a recent court ruling that requiring pre-employment drug testing for non-safety personnel violates their 4th Amendment rights. We will be working with the attorney to revise the personnel policies accordingly.
- An update on the Mountain Gate development.
- The new brush truck will be completed on July 11, 2008.
- The Arizona Fire Districts Association is asking for input regarding the defense of the Fire District Assistance Tax.

Shift Reports – Written monthly reports by personnel regarding day-to-day operations. Chairman Elmer commented that the training hours were good and that he is pleased that personnel are getting 4.0 grades in their college classes.

Activity Reports – Written monthly reports regarding calls for service. Interim Chief Moore commented that apparently insurance companies are checking ratings on homes they insure, especially in the Haskell Springs area. Homeowners are seeing their insurance rates increase. He stated that he is working with the Town to get hydrants in some of the areas where there are water lines in order to lower the ratings for those residents. The upcoming ISO evaluation should also result in lower ratings.

Miscellaneous Reports and Correspondence – Letters, news articles & other items of interest. It was noted that Captain Nargessi has been accepted to attend the Department of Energy's class, "Responding to Terrorist Incidents in Your Community: Flammable-Liquid Fire Fighting Techniques for Municipal and Rural Firefighters". He is receiving a scholarship which covers the cost of the class.

Consent Agenda

SALARY SCHEDULE – Discussion and consideration of a resolution adopting a salary schedule.

MECHANICAL REPAIR SERVICE AGREEMENT – Discussion and consideration of an agreement with the Town of Clarkdale for mechanical repair services.

APPOINTMENT – Discussion and consideration of a resolution making an appointment to the On-Call Firefighter Alternate Pension and Benefit Plan Board.

Boardmember Hayman moved to approve the consent agenda items as recommended by staff:

- To approve Resolution #2008-02 adopting a salary schedule effective July 6, 2008.
- To approve the Intergovernmental Mechanical Repair Services Agreement with the Town of Clarkdale.
- To approve Resolution #2008-03 appointing Joyce Driscoll to the On-Call Fire Fighter Alternate Pension and Benefit Plan Board of Directors with a term ending June 30, 2012.

Board Clerk Murphy seconded. The Motion passed unanimously.

New Business

PUBLIC HEARING – A hearing to receive input from the public regarding the fiscal year 2008-2009 budget.

Mr. Viarengo inquired as to the grant income vs. the grant expenses. It was noted that the grant income is the funds received by a grantor. The grant expense is the total funds to be spent, which includes the grant funds and the District's matching funds.

BUDGET ADOPTION – Discussion and consideration of a resolution adopting an operating budget for fiscal year 2008-2009.

The budget is based upon the following goals:

- *To provide quality emergency services for the community by equipping personnel with adequate equipment, apparatus, training, facilities, working conditions and reasonable salaries and benefits.*
- *To be fiscally responsible by developing a budget that meets service delivery objectives.*
- *To manage financial obligations within budget and not request an increase to the current tax rate.*
- *To establish a capital reserve account to provide for future equipment needs.*
- *To adjust the Reserve, Engineer and Captain salaries to be in step with the current averages of departments in the area.*

It was noted that the property tax mil rate is being lowered from 1.6346 to 1.5823. Chairman Elmer commented that it is a fair budget. He noted the time spent working to be able to lower the rate while still providing quality services.

Board Clerk Murphy moved to approve Resolution #2002-04, adopting the fiscal year 2008-2009 budget as presented. Boardmember Hayman seconded the motion. The motion passed unanimously.

CALL OF ELECTION – Discussion and consideration of a resolution calling for the election of board members and placing a question on the ballot concerning the adoption of a fire code.

Chairman Elmer explained that state statute requires the first fire code a District wishes to adopt to be on a ballot. It was noted that the ballot question will only be for the adoption of the 2003 International Fire Code as approved by the State Fire Marshal. After the Fire Code is passed by the voters, amendments will be necessary to make it consistent with the Town of Clarkdale Fire Code. The residents of the District who are within the Town of Clarkdale boundaries are already under the

Town of Clarkdale Fire Code. Future amendments would make the District's fire code uniform throughout the District.

Board Clerk Seth Murphy moved to adopt Resolution #2008-05 calling for a November 4, 2008 election of board members and placing a question on the ballot concerning the adoption of a fire code. Boardmember Hayman seconded. The motion carried unanimously.

PERSONNEL POLICIES REVISIONS – Discussion and consideration of changes to the Personnel Policies and Procedures Manual including vacation pay, sick leave, wage differentials and reserve pay.

Interim Chief Moore reported that two of the revisions are needed for them to be consistent with decisions the Board has already made. These are:

- Changing the differential pay for paramedics from 10% to a flat rate of \$4,500.
- Changing the reserve pay from "per call" and "per shift" to hourly.

Interim Chief Moore reported that the current personnel policy was taken from another fire district and modified to be applicable and beneficial to the Clarkdale Fire District. One of the modifications was making vacation and sick hours not count as hours worked. Interim Chief Moore noted that since the policy was adopted, seven months earlier, the District saved \$934.23. Interim Fire Chief Moore gave some examples as to how this policy has impacted the line personnel.

Discussion followed regarding making vacation time count as hours worked but not sick time, or making both vacation and sick time count toward hours worked.

Chairman Elmer stated that he prefers to discuss wages and benefits as one package because decisions made on one are based on the other. He noted that they already approved pay increases for next fiscal year and so he felt that it was bad timing to now discuss something that can be considered a benefit. Chairman Elmer stated that if sick leave is counted as hours worked, he would like to see a policy on sick leave that is an incentive program put in place, i.e. being able to convert unused sick leave to a post employment health plan.

Board Clerk Murphy stated that he feels that with the current policy the line personnel are penalized when they take sick or vacation time.

Interim Fire Chief Moore explained that at the very least he feels that they should receive the normal pay for their scheduled hours, i.e. the four hours of overtime a line personnel will earn every 28 days working their scheduled hours only.

Boardmember Hayman noted that because he is not in the fire service, he is not very familiar with firefighter pay and would need more time to consider. He also felt this should have been considered earlier.

Board Clerk Murphy stated that he sees it as a problem that has come up, and the board is also at fault because the problem has to do with the policy they adopted. He stated that the board, or at least he, did not have a clear understanding of this being in the personnel policy and that it is a minor expense as compared to the benefit. Board Chairman Elmer stated that he was aware that this was in the policy.

Interim Chief Moore noted that out of the other districts included in the salary survey done earlier this fiscal year, only one department pays as the district does now regarding this matter.

Board Chairman Elmer stated that he has seen abuse of sick leave and that he feels strongly about not making sick time count as hours worked.

Board Clerk Murphy moved to approve the following changes to the Clarkdale Fire District Personnel Policies and Procedures Manual effective July 6, 2008:

- To remove the wording “Pay per shift/1/2shift/call” from the Summary of Benefits section under “Reserves” and replace with “hourly pay”.
- To remove the wording “ACLS – 10%” from the “Wage Differentials” paragraph of the “Compensation Administration” section and replace with “ACLS - \$4,500 flat rate per year (not to be counted in overtime pay) payable over 26 pay periods”.

Boardmember Hayman seconded. The motion passed unanimously.

Board Clerk Murphy moved to table the discussion and consideration regarding sick leave and vacation time to the July regular meeting. Boardmember Hayman seconded. The motion passed unanimously.

EVALUATION OF INTERIM FIRE CHIEF – Performance evaluation of the Interim Fire Chief. Board Clerk Murphy made a motion to move into executive session pursuant to A.R.S. §38-431.03. A. 1., which authorizes executive sessions for the discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body. Boardmember Hayman seconded. The motion passed unanimously.

The Board adjourned into Executive Session at 8:25 p.m.
The Board reconvened the Regular meeting at 9:40 p.m.

FIRE CHIEF POSITION – Discussion and consideration of filling the Fire Chief position.

Discussion included the Board’s satisfaction with the performance of Interim Fire Chief Moore, his interest in the Chief’s position and the ability of both parties to agree regarding terms of employment.

Board Clerk Murphy moved to appoint Joe Moore as the Fire Chief effective immediately and to direct Chief Moore to draft an employment contract for consideration at the July regular meeting. Boardmember Hayman seconded. The motion passed unanimously.

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

- A worksession regarding firefighter pay

ADJOURNMENT. Without any further business before the Board, the meeting adjourned at 9:45 p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date