

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held May 21, 2009**

A Regular meeting of the Clarkdale Fire District Board of Directors was held on May 21, 2009 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
David Ahern
Ron Ballatore
Bill Snyder

Staff:

Joe Moore, Fire Chief
Joyce Driscoll, Administrative Assistant
Bill Volk, Captain
Kenny Turner, Engineer
Steve Trautman, Firefighter

Others Present: None.

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

ROLL CALL. All members were present.

CALL TO THE PUBLIC. None

MINUTES – Consideration of the minutes of the meetings held April 2, 16 and 28.

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

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

Moore noted that the District is 83.3% into the fiscal year. As of April 30, 2009 the District had received 82.7% of its revenue and expended 58.97% of the budgeted expenses. Boardmember Ballatore moved to approve the financial report. Boardmember Snyder 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 noted an article on the front page of the Journal Extra regarding taxes.
- He attended a PSPRS Local Pension Board meeting where they accepted the three new firefighters into the Public Safety Personnel Retirement System.
- He was glad to see participation by the fire service at Relay for Life. He expressed his appreciation for the staff who participated. He feels that it is good for public to see that

the District has people who are involved in the community and that he feels that everyone should be involved in their community.

- David Ahern was on the oral board for Cottonwood Fire Department.

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

- Mountain Gate – The District has worked with KELCO, the construction firm who is bidding repairs, regarding Knox boxes for security gates.
- Open House – The event went very well.
- Chamber of Commerce – The District has become reciprocal member of the Clarkdale Chamber of Commerce.
- Relay for Life – Lights and Sirens For Life, the Relay for Life team consisting the District and Verde Valley Ambulance employees and family members raised over \$2,000 this year.
- Communications Costs – Sedona Fire District is looking into how dispatching should be handled for Verde Valley Ambulance and if they should be providing their dispatching. Sedona Fire District states that agencies having Mobile Data Computers will not reduce their costs or need for dispatchers.

SHIFT REPORTS – Written monthly reports by personnel regarding day-to-day operations. Chairman Elmer had the following comments:

- It is awesome to see the extra training hours.
- He is glad to see that the District is keeping watch on the H1N1 Flu and is developing procedures outlining the precautions for the staff to take.
- He appreciates that the air conditioning has been installed.
- He is glad to see that personnel are being required to wear safety toe footwear.
- He again thanked staff for their interest in being physically fit; it is nice to see the personnel being self-driven.

Seth Murphy inquired if run cards are being changed so water tender shuttles are designated for areas where hydrants are out of service. Chief Moore clarified that this is not being done when the anticipated hydrant repair time is short.

SHIFT REPORT – A presentation by B Shift Staff regarding day-to-day operations.

Captain Volk reported on the following:

- It is the staff's goal to inspect every business in town. They have completed about half of them. They are also doing pre-fire plans.
- He tracks the work hours of the reserves because their pension plan is based on them providing a minimum level of service.
- Currently there are a total of 6 volunteer and reserves.
- All hose testing complete. Six or seven hoses leaked; these have been taken out of service.
- Staff has performed hose testing in Tuzigoot. They have a hose shed at each hydrant with 250 feet of hose.
- Hydrant testing is done for this year. He reviewed the list of out of service hydrants, most of the old ones will have to be completely replaced.

- Jerome fire expects Clarkdale Fire to respond with a full water tender. Previously it was District policy to dump water and to go up to Jerome with an empty tank then refill from a hydrant in Jerome. Now there are concerns about their being adequate water supply in Jerome.
- There is a pending grant request for large diameter hose, a RIC pack and nozzles.
- He has applied to State Lands for six sets of wildland gear. This is a joint grant with Jerome.
- He has submitted a grant application for a new first-out engine. The cost is \$443,520, ninety-five percent is paid by the grant. The match amount is \$22,176.
- If the District is successful in obtaining a grant for a new engine, the grant requirements will not allow the current first out engine to be used by another fire department due to the open cab. It could however be used for training.
- He has submitted a grant application for a new heart monitor. Though originally the intent was to request two monitors, it was changed to one. This grant project is \$33,792 with a District match of \$1,689.
- He anticipates applying for economic stimulus funds, which require no match, for a new fire station.
- The SAFER Grant, which funds a portion of the salaries and benefits of three firefighters over the next four years, reimburses the District quarterly.

Engineer Turner reported on the following:

- Much of the District's equipment has been purchased through grants and is fairly new. An exception is the generators which are older and original to the trucks they are on.
- All equipment is started the first day of every 48 hour shift to ensure its readiness.
- He just took over the mapping responsibilities for the District. All GIS mapping information has been downloaded to the district laptop. Now he can change information as needed.

ACTIVITY REPORTS – Written monthly reports regarding calls for service. No discussion.

MISCELLANEOUS REPORTS AND CORRESPONDENCE – Letters, news articles and other items of interest. No discussion.

CONSENT AGENDA

Without objection, all items were pulled from the consent agenda.

SALARY SCHEDULE – Discussion and consideration of a resolution Adopting a Salary Schedule Effective July 5, 2009. Boardmember Snyder moved to adopt Resolution #2009-04 adopting a new salary schedule effective July 5, 2009. Boardmember Ballatore seconded. The motion passed unanimously.

PSPRS APPOINTMENT – Discussion and consideration of a resolution appointing Joyce Driscoll to the Public Safety Personnel Retirement System Local Pension Board.

Boardmember Snyder noted that Captain Volk is a current member of the Pension Board. It was noted that Captain Volk participates on the Pension Board as a citizen because he is not an

active member of the Public Safety Personnel Retirement System. Boardmember Snyder moved to approve Resolution #2009-05 appointing Joyce Driscoll the Public Safety Personnel Retirement System Local Pension Board. Boardmember Ballatore seconded. The motion passed unanimously.

PERSONNEL POLICY CHANGE – Discussion and consideration of a resolution making changes to the Personnel Policy and Procedures Manual regarding wage differentials, vacation hours and sick leave effective July 5, 2009. Boardmember Snyder shared his concerns with the vacation policy. It was “inherited” from the Town of Clarkdale and does not explain that holiday pay is taken out of vacation time. He stated that holiday pay and vacation pay should be separated. He also stated that the sick leave policy is lacking, it needs more thought so that there is enough sick leave when it is really needed and controls so it cannot be abused. It was noted that staff intended to look at the sick leave policy in fiscal year 2010-11. Something staff wanted to address at that time was how sick leave was paid out upon termination.

Chairman Elmer stated that the proposed change should be made because the Board has already committed to making the change, and then Staff could work on other changes to the policies and bring them back to the Board for consideration at a later time. Boardmember Snyder moved to approve Resolution #2009-06 making changes to the Personnel Policy and Procedures Manual regarding wage differentials, vacation hours and sick leave, effective July 5, 2009. Boardmember Ahern seconded. The motion passed unanimously.

TRANSFER OF FUNDS – Discussion and consideration of a resolution transferring funds from the District General Fund to the District Capital Reserve Fund. The Board discussed the fact that funds are moved to the Capital Reserve account, even though the District will need to borrow some of the funds back again during its dry funding period before tax revenue is received for the next fiscal year. Boardmember Snyder moved to approve Resolution #2009-07 transferring funds from the District General Fund to the District Capital Reserve Fund. Boardmember Ballatore seconded. The motion passed unanimously.

NEW BUSINESS

VISION STATEMENT – Discussion and Consideration of a Vision Statement for the Fire District. The Board reviewed a draft vision statement prepared by the staff. Boardmember Ballatore moved to approve the following as the vision statement for the Clarkdale Fire District:

It is the vision of the Clarkdale Fire District to be known as an innovative, efficient and fiscally responsible department which provides exceptional service through a team of professional, compassionate and dedicated personnel.

- *We will strive to retain well-trained professionals who are dedicated to the needs of the community and committed to providing the highest standard of customer service.*
- *We will foster productive teamwork, open and honest communication and participative decision-making throughout our organization.*
- *We will continue to maximize our resources by aggressively seeking grant opportunities, developing partnerships and operating as effectively and efficiently as possible.*

- We will be a team player with citizens, local businesses and other agencies for the benefit of our community.
- We will strive to interact with the community so that our organizational priorities, philosophy and operations become more transparent to our residents.

Boardmember Ahern second. The motion passed unanimously.

BUDGET WORKSESSION – A worksession to discuss the fiscal year 2009-2010 budget.

The board discussed the service being provided to the community and where to best budget for items the District needs. The Board directed staff to fund a new heart monitor so in the event the District is not successful obtaining one through a grant application, one may still purchased. The Board also directed staff to move funds to an account for the possible purchase of land.

LAND – Discussion and direction to staff regarding properties for possible land acquisition for a future fire station. Boardmember Snyder moved to adjourn into executive session. Boardmember Ballatore seconded. The motion passed unanimously. The board moved into executive session at 6:30 p.m.

The Board reconvened at 7:00 p.m.

FUTURE AGENDA ITEMS – A listing of items to be placed on a future agenda. The following item(s) were listed:

- Executive Session for personnel matters to discuss the Fire Chief’s evaluation.

ADJOURNMENT. With no further business before the Board, the meeting adjourned at 7:07 p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date