

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held June 18, 2009**

A Regular meeting of the Clarkdale Fire District Board of Directors was held on June 18, 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 (absent)
Ron Ballatore
Bill Snyder
Vacant

Staff:

Joe Moore, Fire Chief
Joyce Driscoll, Administrative Assistant
Shane Waterfield, Captain
Jeff Richey, Engineer
Brad Johnson, Firefighter
Steve Smith, Reserve Firefighter

Others Present: None.

CALL TO ORDER. The meeting was called to order at 4:02 p.m. by Chairman Elmer.

ROLL CALL. Clerk Murphy was absent. A quorum was present.

CALL TO THE PUBLIC. None

MINUTES – Consideration of the minutes of the meeting held May 21, 2009. It was noted that the minutes were labeled as “special” however it was a “regular” meeting. Another correction was noted, this was regarding grants under the shift report, the first-out engine grant amount should be “ninety-five percent” not a “ninety percent” grant. Boardmember Snyder moved to approve the minutes as corrected. Boardmember Ballatore seconded. The motion passed unanimously.

FINANCIAL REPORT – Discussion and consideration of the Monthly Financial Report. Chief Moore noted that the District is 91.66% into the fiscal year. As of May 31, 2009 the District had received 90.67% of its revenue and expended 63.66% of the budgeted expenses. Chief Moore explained an expenditure made for Knox box key secures. Boardmember Snyder moved to approve the financial report. Boardmember Ballatore seconded. The motion passed unanimously.

INFORMATIONAL AND OTHER REPORTS

Without objection Shift Reports was moved to be next on the agenda.

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

Captain Waterfield reported on the following:

- Tourniquets can once again be used, and have been approved by the medical director. He will be purchasing and implementing them in the next fiscal year.
- He showed the Board a Mucosal Atomization Device (MAD). This device is used to administer medication through the nose. This is a helpful alternative when a patient is having seizures; it is safer for staff and the patient. He is working on getting these approved by the medical director so Paramedics in the Verde Valley can use them. He is looking to use this device with two specific medications.
- He has set-up a process to maintain supplies. He noted that he does not want a large amount of stock, because items expire, which costs the District money. He noted that if they go on a medical call and use supplies and restock from the ambulance, the ambulance company bills the patient.
- Sedona is looking to form a committee to establish EMS policies and procedures. It will identify skill sets and measuring whether persons are proficient in those skills.

Engineer Richey reported on the following:

- A lot of work has been done on the facilities since the district formed.
- He recently installed the new air conditioner.
- He is working on standardizing the uniforms and he showed the Board the pants he recently ordered.
- He has inventoried all the personal protective equipment (PPE) and is making sure that items are safe to put into use.

Firefighter Johnson reported on the following:

- Since being responsible for safety, he has checked all the tool handles.
- He noted that a proper exhaust system will be needed when the District builds a new fire station.
- He will be looking over regional helicopter Standard Operating Procedures (SOPs) to help avoid future accidents.

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

Chairman Elmer reported that the recent loss of Dave Ahern and Berry Van Hook was tough and that both will be missed. He stated that he was fortunate to know and work with Dave and he will miss him as a friend and a Boardmember. He recalled his last conversation with Berry and noted that he was thankful to be able to participate in his funeral service, and that he was glad the District was able to carry out his last wishes. He thanked all staff who went to the funeral and who helped with the preparations. He noted that everything went very well. The families of both Dave and Berry were very appreciative.

Chairman Elmer recognized Captain Nargessi for obtaining his associates degree in applied science.

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

- CPR and First Aid Classes – These are held monthly and are \$35 each.
- Yavapai College – He and some staff members attended the graduation ceremony for Brandon Nargessi.

- New Reserves –Daniel Hinds and David Young have been hired as reserves.
- Fire Muster – He and Captain Waterfield participated in the Fire Muster on May 30th which was sponsored by Camp Verde.

SHIFT REPORTS – Written monthly reports by personnel regarding day-to-day operations. No discussion.

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

MISCELLANEOUS REPORTS AND CORRESPONDENCE – Letters, news articles and other items of interest. Chairman Elmer stated that he particularly liked the letter received from Officer Nester regarding assistance the fire department provided during a recent rain storm.

CONSENT AGENDA

VVEBP MEMBERSHIP AGREEMENT – Approval of a Membership Agreement with the Verde Valley Employee Benefit Pool for employee health insurance benefits.

MECHANICAL REPAIR SERVICES AGREEMENT – Approval of an agreement with the Town of Clarkdale for mechanical repair services.

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

NEW BUSINESS

PUBLIC HEARING – A Hearing to Receive Input From The Public Regarding The Fy2009-2010 Budget. No public comment.

BUDGET ADOPTION – Discussion and consideration of a resolution adopting an operating budget for fiscal year 2009-2010. Boardmember Snyder moved to adopt Resolution #2009-08 adopting an operating budget for fiscal year 2009-2010. Boardmember Ballatore seconded. The motion passed unanimously.

BOARD VACANCY – Discussion and consideration of the process used to fill a board vacancy and declaring that a vacancy exists on the Clarkdale Fire District Board of Directors. The Board discussed holding a special meeting on August 13th to hold interviews. Also discussed was the timeframe for publishing the notice. Chief Moore suggested advertizing once a week for four weeks on the day of the week with the most paper sales. Boardmember Snyder stated that this notice will go in the legal ads, which is not noticeable. He suggested also placing an ad in the regular classifieds. Chairman Elmer suggested that staff call the other candidates who had run for office in November. Boardmember Snyder stated that he did not necessarily agree. Chief Moore noted that staff will also ask for public service announcements.

Boardmember Ballitore moved to declare that a vacancy exists on the Board and authorized staff to publish a Notice of Vacancy. Boardmember Snyder seconded. The motion passed unanimously.

It was noted that the boardmembers need to submit potential questions to staff for the interview process. The consensus of the board was to develop a final draft at the July meeting.

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

- Interview questions.

ADJOURNMENT. With no further business before the Board, the meeting adjourned at 4:51 p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date