

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held August 20, 2009**

A Regular meeting of the Clarkdale Fire District Board of Directors was held on August 20, 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
Ron Ballatore
Bill Snyder
Vacant

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 4:05 p.m. by Chairman Elmer.

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

CALL TO THE PUBLIC. None

MINUTES – Consideration of the minutes of the meeting held July 16, 2009. Boardmember Snyder moved to approve the minutes. Boardmember Ballatore seconded. The motion passed unanimously.

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

Chief Moore pointed out that funds have been transferred from Capital Reserve for dry funding. Boardmember Snyder inquired about the SAFER Grant. It was noted that the first reimbursement was received in August and future reimbursements should be received in 4-5 weeks after they are submitted. 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.

Chairman Elmer stated that he appreciated everyone keeping their training hours up. He also thanked the Chief for his progress in obtaining education hours. He stated that he appreciates the facility maintenance being done by the crews and realizes that the items done in-house save the district money. He also stated that he appreciates someone working on consolidating the patient refusal forms. He noted there have been sightings of personnel on mountain bikes. He stated that this is great for fitness, area familiarization and interaction with the public. He also expressed his appreciation for staff’s diligence in applying for grants.

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

- Reserve Tim Irwin donated a watercolor depicting the parade truck in the 4th of July parade.
- The Heritage Museum is having a Clarkdale Fire District history display in October. Staff is asking the public to share any items they may have.
- He attended conferences in July and noted the classes he is enrolled in for the upcoming semester.
- An upcoming Trauma Intervention Programs of Arizona fundraiser.

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

ACTIVITY REPORTS – Written monthly reports regarding calls for service. In response to an inquiry by a member of the board, Chief Moore stated that a call listed as “Commercial Fire” is defined as a fire (or potential fire) located on a Commercial building or multi-unit residential property.

MISCELLANEOUS REPORTS AND CORRESPONDENCE – Letters, news articles and other items of interest. Chairman Elmer stated that he appreciated the pictures provided to the Board of the National Night Out event and stated that he heard from the Police Department how much they appreciated the Fire District's assistance.

NEW BUSINESS

FINANCIAL POLICY – Discussion and consideration of adopting an Accounting For Funds Policy which outlines policy for cash receipts, payroll, bank reconciliations, etc. Chief Moore noted that this policy outlines staff's current practices. It was clarified that all funds received by fire districts must be deposited into the county account. Boardmember Ballatore moved to adopt the Accounting For Funds Policy. Clerk Murphy seconded. The motion passed unanimously.

ON-CALL FIREFIGHTER PENSION AND BENEFIT FUND – Discussion and consideration of allocating funds to the Clarkdale Fire District On-Call Firefighter Pension and Benefit Fund and setting a guideline for future contributions. Chairman Elmer stated that the District does not know how much funding will come in each year and how many reserve firefighters will meet the minimum hours of service to receive an allocation into their retirement account. Chief Moore made a suggestion to set an amount to contribute per reserve with a maximum amount. Another suggestion was to base the allocation on a percentage of the funds received. It was noted that reserves must work 192 hours a year to be eligible for an allocation.

Clerk Murphy stated that he feels the entire amount should be allocated to the On-Call Firefighter Pension and Benefit Fund. He stated that he sees this as a good motivator for reserves to be active and to stay with the department. Chairman Elmer stated that his experience is that this is a good retention tool. He appreciates that there is a participation requirement for reserves to receive an allocation to their account for the year.

It was explained that the reserves cover for full-time personnel who are on vacation, on sick leave, etc. and also provide some extra staffing. Chief Moore noted that reserves must work one year before they are eligible to be in the pension fund. It was noted that reserves save the District money because without them the District would have to pay a full-time person overtime to cover a shift where someone is on vacation or on sick leave. It was also noted that the reserves do not receive any other benefits. Chairman Elmer suggested \$2,000 per reserve as a maximum. Clerk Murphy moved to transfer to the On-Call Firefighter Pension and Benefit Fund \$2,000 per each reserve who has met the minimum hours of service to receive an allocation for this year; and to direct staff to draft a policy which allocates to each reserve an equal share of the fire insurance premium tax received by the District as Public Service Personnel Retirement System credits into their On-Call Firefighter Pension and Benefit account with a maximum of \$2,000 per reserve. Boardmember Ballatore seconded. The motion passed unanimously.

LAND PURCHASE – Discussion and consideration of purchasing a parcel of land for a future fire station site, terms of the purchase and authorizing Staff to open an escrow (It is anticipated that the Board will vote to adjourn the open meeting and move into Executive Session pursuant to A.R.S. 38-431.03, A., 7. Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.)

Without objection the board recessed into executive session at 4:50 p.m. Captain Bill Volk, Engineer Kenny Turner and Firefighter Steve Trautman left the room. The Board adjourned the executive session and reconvened the regular session at 5:21 p.m.

Chief Moore stated that staff researched several properties and contacted property owners. Staff established that the property located behind the Spirit Gas Station was the best location for a new fire station in terms of access and response times and that the owner was willing to sell the property.

Clerk Murphy moved to approve the purchase of approximately 1.75 acres for the property located behind Spirit Gas Station (exact description to be provided before close of escrow) and authorize Chief Moore to take steps necessary, including the signing of documents, to open an escrow on this property. Seconded by Boardmember Ballatore. The motion passed unanimously.

BOARDMEMBER APPOINTMENT – Discussion and consideration of a resolution making an appointment to the Board of Directors of the Clarkdale Fire District (It is anticipated that the Board will vote to adjourn the open meeting and move into Executive Session pursuant to A.R.S. 38-431.03, A., 3. 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.)

Without objection the board recessed into executive session at 5:30p.m. The Board adjourned the executive session and reconvened the regular session at 5:48p.m.

Boarmember Ballatore moved to adopt Resolution #2008-11, appointing Jerry Brwon to the Board of directors of the Clarkdale Fire District. Clerk Murphy seconded. The motion passed unanimously.

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 5:51p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date