

**Minutes of a Special Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held January 26, 2010**

A special meeting of the Clarkdale Fire District Board of Directors was held on January 26, 2010 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
Jerry Brown

Staff:

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

Others Present: None.

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

ROLL CALL. Seth Murphy was absent. All other members were present. A quorum was present.

CALL TO THE PUBLIC. None

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

Chief Moore noted that the income for CPR and First Aid Class Fees is higher than normal due to a local business paying to have all their employees receive this training. Boardmember Brown stated, that based on the data, it is likely that interest income will fall below the budgeted amount. Chief Moore noted some specific expenditures for the month.

Boardmember Brown moved to approve the financial report. Boardmember Ballatore seconded. The motion passed unanimously.

Without objection, the board changed the order of the agenda to take the following item next.

STATION DESIGN AND ACCESS – Discussion and consideration of possible design for a new station and the Arizona Department of Transportation process for access onto 89A.

Reserve Firefighter/EMT Steve Burroughs explained a concept drawing for the ingress/egress into the property based on discussions he has had with the District Development Engineer at ADOT. He explained how the concept drawing will provide access to the property retained by the seller.

Mr. Burroughs stated that for the secondary access, ADOT will want to know what the future development plan is for the property the seller retained. Possible designs to accommodate the secondary access were discussed.

Discussion included the following:

- The length of required acceleration and deceleration lanes.
- Utilizing flashing signs warning that fire trucks are entering the highway.

Mr. Burroughs then reviewed the concept drawing for the new station. He explained that the primary entrance would be off the section of 89A towards Jerome.

He reviewed the layout of the building. He noted that the plan includes a room which can be used as a training room/community room. He noted that the plan also includes the possibility to house an ambulance and crew which would enhance their response time within Clarkdale. If this is done, the ambulance company would pay rent for the space. He explained that the design is flexible so that it can be built in sections and expanded later. He stated that the apparatus bay is approximately 4,000 square feet and the air conditioned space is approximately 3,700 square feet (not including the possible ambulance/community space).

Discussion of construction costs followed. Mr. Burroughs stated that the going rate for fire stations is \$135 to \$145 per square feet for building costs only. This does not include landscaping, driveways, etc. He advised the Board to weigh cost of materials vs. future or ongoing maintenance costs.

Boardmember Brown expressed concern about traffic entering the property where the emergency vehicles travel. Discussion followed as to the dimensions of the driveway, etc.

It was noted that the right-of-way owned by the Town to the back of the property is not wide enough for constructing a building on it, however it could be a site for a park-and-ride area, as has been suggested in the past.

Other discussion included:

- The concept drawing depicts only the minimum required parking spaces, more parking could be added.
- Mr. Burroughs has talked with ADOT regarding the access requirements.
- He knows an architectural/engineering firm which the District could consider using to review the plans and provide the civil engineering.
- The next step would be for everyone to review the plan and suggest changes. Mr. Burroughs could then complete the design (which he is doing as a District employee) then send them to an engineer to finish the plans. Then the plans would be complete and the District would have a shovel-ready project should there be a grant opportunity.
- The flat roof over the apparatus bay would be an ideal location for solar panels.
- Using folding bay doors rather than roll-up doors. This decreases the weight load of the ceiling, makes it possible to open the doors in a power failure, take less power to operate and reduces the risk of any drivers catching an almost-rolled-up door with equipment on the top of the engine.
- Asking the Town if they have an interest in having some sort of partnership to place a police station on the site also. If they are not interested, this could affect how the District places its building on the site.
- Challenges of sharing building space with other entities.
- Having a room that can act as the Emergency Operations Center when needed.

- Having a room that could double as a community room may also be a good idea and increase grant funding opportunities.

At 5:05pm Boardmember Snyder left the meeting.

Steve Burroughs stated that ADOT will most likely not require a traffic impact study, a savings of (\$2,000 to \$5,000)

Boardmember Brown stated that he is comfortable with Mr. Burroughs acting as the architect/project manager. It was noted that him being a reserve firefighter gives him great insight.

Discussion followed regarding the elevation drawing. The design is meant to be in keeping with the historic buildings in town. The front has arched-looking bay doors, though the doors are actually standard, with an archway in front.

Chief Moore brought up the idea of using solar power since the flat roof over the apparatus bay would be an excellent location for solar panels. Mr. Burroughs stated that the Town of Clarkdale is planning on using geothermal heating and cooling for part of the Clark Memorial Clubhouse via a grant. This may be another option.

It was noted that the design is simple and looks good but does not require a lot expensive, custom work. It is a useful, modest structure.

Chairman Elmer stated that though there would be some challenges with sharing a building with the police department (if the Town was interested) they could be worked out. He stated that he feels the district should do a cooperative project with the town.

Chairman Elmer stated that the concept of having room for the ambulance company came up before. It is a possibility and as the area grows it would make sense to plan for them. He stated that the local ambulance company has expressed an interest and they would pay rent. It was noted that the design has them on the other side of the bays from the fire station is so that both sides are not woken- up when one or the other gets a call.

Chairman Elmer stated that the ambulance service in the Verde Valley could evolve. In the future fire districts may need to provide their own ambulance service.

Other partnership ideas were discussed, including DPS or Yavapai-Apache Nation Police substations, town mechanic garage, etc.

Some design elements discussed included having plenty of storage and the building being aesthetically pleasing from all public views.

The steps to take next were discussed. It was noted that the priorities were to work out the access points with ADOT and the sellers, give staff the opportunity to mark-up the preliminary drawing, make suggestions, etc. and then to proceed towards getting final building plans completed.

Boardmember Brown suggested that staff talk to the town as soon as possible about their interest in having the police share the facility.

Chief Moore asked the board to start thinking about how much they are willing to spend to create the accesses to the rest of the seller's property in order to save \$.50 per square foot in the final land payment.

Chief Moore stated he would proceed with ADOT. It was noted that civil engineer services will be required.

STAFF PRESENTATION – A presentation from A Shift on their day-to-day operations and responsibilities.

Firefighter Brad Johnson, who is in charge of safety, stated that he purchased “bungie” cords for staff to secure their gear in Engine 211. This was to mediate a trip hazard. He stated that the personnel have discussed moving the SCBA's from the front of the cab, again to prevent any trip hazards, however they decided to move the thermal imaging camera to an outside compartment.

Captain Shane Waterfield, who is over the medical division for the District reported that the new heart monitor, donated by the Verde Valley Medical Center Foundation, was put in service. He reported that it has been great to use and he appreciates the Chief's persistence in obtaining the equipment.

Engineer Jeff Richey, who is responsible for uniforms and the facility, reported that he repaired a water leak. B Shift completed some touch-up painting and re-painted the kitchen. He stated that B-Shift has also been keeping the floors waxed. He is working on putting Velcro name tags on their station jackets and is working to come up with a new patch (logo) design. Engineer Richey stated that the District is still using patches that say fire “department” on them. He also purchased turnouts; now everyone who is full-time has had their turnouts replaced within the last two years. He used a new vendor with could deliver the turnouts quicker and had a design that gave the personnel more mobility in the arms.

INFORMATIONAL AND OTHER REPORTS

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

Chairman Elmer reported that he attended the Emergency Operations Center (EOC) that was set-up for the potential flooding. He noted that everyone was prepared for the worst case. It was well run, they plotted early, there were plenty of managers to direct people, and it was run efficiently. Chairman Elmer stated that he was impressed how it was handled, and how staff got items done as the need arose.

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

- Flood Event - The flood preparation ran smoothly. The County has put in for emergency declaration funding, which will allow the District to apply to get some reimbursement for costs associated with the storm.
- AFDA Conference – There was good training. The District receives a 100% scholarship for tuition. Narrowbanding was a hot topic. The District will have the opportunity to get six new radios on grant funding to comply with the new requirement to use narrowbanding communications. Another hot topic was fire district mergers. There is a

bill being proposed that would allow a simple majority of both district boards to merge, rather than unanimous votes.

- ISO Pre-Inspection – The District only had to flow four hydrants during the inspector’s visit. It will take 4-8 months to get results. The current ISO rating is 7/9. If the District is able to get the rating down to a 6 or less, property owners will see a difference in their insurance premiums. The last ISO rating was done in 1990.
- Large Diameter Hose – This increases interoperability with other agencies and helps the ISO rating.
- Toys for Tots – District personnel once again assembled various toys for the Toys for Tots program.

SHIFT REPORTS – Written monthly reports by personnel regarding day-to-day operations. Chairman Elmer thanked the staff for their reports. He stated that he is excited to learn that one of the staff is working on being a Peer Fitness Trainer.

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 noted the donation received from the Lampliter Homeowners Association and expressed his appreciation.

NEW BUSINESS

SETTING A DATE – Discussion and consideration of setting a date to hold a strategic planning meeting. Chief Moore suggested sometime the last week of February. The District will receive revenue information from the County Assessor by that time.

The consensus was to tentatively schedule the meeting on February 25, 2010 at 4:00 p.m. It was noted that two board members were not present; therefore staff could work-out another date if needed.

FUTURE AGENDA ITEMS – A listing of items to be placed on a future agenda. None.

ADJOURNMENT. With no further business before the Board, the meeting adjourned at 6:25 p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date