

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held March 18, 2010**

A Regular meeting of the Clarkdale Fire District Board of Directors was scheduled for March 18, 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 (absent)
Bill Snyder
Jerry Brown

Staff:

Joe Moore, Fire Chief
Joyce Driscoll, Admin. Assistant
Brandon Nargessi, Captain
Matt Poe, Engineer
Mike McClellan, Firefighter

Others Present: None.

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

ROLL CALL. Boardmembers Murphy and Ballatore were absent. A quorum was present.

MINUTES – Consideration of the minutes of the meetings held February 18 and 25, 2010. Boardmember Snyder moved to approve the minutes. Chairman Elmer seconded. The motion passed unanimously.

CALL TO THE PUBLIC. None

FINANCIAL REPORT – Discussion and consideration of the Monthly Financial Report. Chief Moore stated that as of February 28th the District was 66.6% through the fiscal year and had received 77.19% of its budgeted income and had expended 57.96% of the budgeted expenses for the year.

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

STAFF PRESENTATION – A presentation from B Shift on day-to-day operations and responsibilities. Captain Volk reported on pending grant requests and grant applications that he intends to submit in the next few months.

He noted that all shifts were working on company fire inspections and pre-fire plans. He stated that the Fire Hydrant Out-of-Service Report has not changed in the last 30 days and that hose testing will take place soon.

Captain Volk stated that it was a slow month for calls. He attributed some of this to the District no longer responding to some of Cottonwood Fire Department's calls, since they hired another crew.

Firefighter Trautman reported that he has assumed the responsibilities for the CPR and First Aid Classes, as well as station "kitty".

Engineer Turner stated that he will be ordering three new SCBA masks. This is to replace one that was damaged and to have a couple of extras. He also reported that he is working on purchasing new hose nozzles.

Engineer Turner stated that he will be attending a free Yavapai County training on mapping.

INFORMATIONAL AND OTHER REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events. No report.

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

- Highlands subdivision is close to having all of the agreements and infrastructure in place to start allowing property owners to build homes on properties they have purchased. It was noted that there may be an agreement being discussed for the Highlands developer to purchase the old Catholic Church and deed it to the Town of Clarkdale in lieu of a new 2,000 square foot building that their development agreement requires them to build for the Town.
- Dispatching fees, and ongoing discussions with Sedona Fire District regarding the Regional Communications Center.
- Research he has done on fire engines currently available for purchase.

SHIFT REPORTS – Written monthly reports by personnel regarding day-to-day operations. Chief Moore reported on the status of Engine 211. Chairman Elmer stated that he appreciated the report from Captain Nargessi regarding his recent training.

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 he was pleased with the letters of appreciation received during February.

OLD BUSINESS

PEHP/SICK LEAVE – Discussion of the sick leave policy and possible Post Employment Health Policy as requested by the Board last year. Chairman Elmer stated that the board looked at a salary and benefit surveys about a year ago and noted that the District is low in what it offers for sick leave benefits compared to other departments. He stated that at that time he did not want to increase in sick leave without some type of plan like a PEHP that would create an incentive for employees not to abuse sick leave. He stated that he also does not want to see an increase in sick leave benefits that creates a burden to the tax payers. Chairman Elmer stated

that when most firefighters retire, they will not be of an age to be eligible for Medicare, therefore a PEHP would be advantageous. Discussion included:

- Public vs. private sick leave benefits.
- Paid Time Off methods where the sick leave and vacation leave are combined.
- The suggestion that after an employee accumulates a certain number of sick leave hours, the hours be rolled into a PEHP.
- Some entities will allow you to “cash in” sick leave upon termination at a percentage of their pay, or to roll a larger amount into the PEHP.
- Personal experience regarding abuses of sick leave.
- The current policy allows 55 hours in sick leave to be accumulated in a year. If they are sick one shift, they will use up 48 hours of their sick leave.
- The emergency personnel eat together, sleep in close quarters, go on calls to treat sick people, etc. so they have a high risk of getting sick.
- A recent example of an employee who was injured and off-work and has insufficient sick leave to cover the amount of time he will be out of work.
- A suggestion of paying for a short-term disability insurance policy for the personnel.
- A request to look at the sick leave policy within the context of the entire benefit package.
- The PEHP being owned by the employee and being “portable”, i.e. it goes with the employee.
- How some agencies fund the PEHP.

NEW BUSINESS

RESOLUTION – Discussion and consideration of a resolution to transfer funds to the Capital Reserve Fund. Boardmember Snyder moved to adopt Resolution #2010-02 transferring \$88,356.64 from the General Fund to the Capital Reserve Fund when such funds are available to do so. Boardmember Brown seconded. The motion passed unanimously.

BUDGET COMMITTEE/SCHEDULE – Discussion and consideration of the schedule for the adoption of the budget and appointment of members of the Board to serve on the budget committee for fiscal year 2010-2011. Boardmember Snyder clarified that the schedule presented to adopt the budget is not a state-mandated schedule. The state deadline to submit the final budget to Yavapai County is August 1st.

Boardmember Snyder made a motion to appoint Boardmember Jerry Brown and Board Clerk Murphy to the budget committee. Chairman Elmer seconded. The motion passed unanimously.

LETTER OF SUPPORT – Discussion and consideration of writing a letter of support for the Town of Clarkdale’s proposed Clarkdale Sustainability Park. Chairman Elmer noted that Board Clerk Murphy requested this item. Boardmember Brown stated that he feels that the proposed Sustainability Park should not be funded with public funds, and though the Town seemed to agree with this at a meeting he attended on the topic, although town resources have already be expended for it to have gotten to this point, i.e. staffing, copying, etc. Boardmember Brown stated that the proposal does not have any specifics as to capital needed, etc. He stated that the underlying science is highly debatable. Discussion followed regarding how the project is just a concept.

Discussion that should Board Clerk Murphy want to pursue this item, that he create a draft letter and bring it back to the board for consideration.

Boardmember Snyder moved to table this agenda item to the regular meeting in April. Chairman Elmer seconded. The motion passed unanimously.

ELECTION OF OFFICERS – Discussion and consideration of electing from among the members a Chairman and a Board Clerk.

Boardmember Brown made a motion to retain Jim Elmer as Chairman and Seth Murphy as Board Clerk. Boardmember Snyder seconded. The motion passed unanimously.

RESIDENCY REQUIREMENTS- Discussion and consideration of possible changes to the residency requirements for emergency response personnel.

Boardmember Snyder stated that he requested this item because he felt it was a good time to have the discussion since the District will be filling vacated positions soon. He stated that he feels that employees should be a part of the community if they work in the community. He clarified that he does not see this as being retroactive to existing personnel.

Boardmember Brown stated that he is concerned about how dispersed the employees are. However, in his work experience he felt that he owed it to whoever he was serving to fill a vacancy with the best possible person he could find. He stated that when he hires people, they need to be at a certain level. Boardmember Snyder stated that when spending local taxpayer funds he feels the employees should be a part of the local community. He stated that hiring should not be limited to a certain area, but that persons who are hired from elsewhere should be required to move within a certain time frame.

Chairman Elmer stated that advantages to emergency responders living within a certain area is that they are better available for “call backs”, and they are hopefully supporting the local economy. He added that one of the disadvantages may include the cost or availability of housing.

Chairman Elmer suggested paying employees within the area more as an incentive.

Chief Moore stated that there is case law that says employers cannot restrict an employee’s right to travel. However, a district is able to legally justify the setting of a residency requirement. Currently the District’s policy is that all emergency response personnel (full-time and reserve) must live within 60 minutes of driving time (under normal circumstances) of the district boundaries.

Chief Moore stated that he investigated the ability to offer incentive pay to personnel who live in-district, and found that it is problematic.

Discussion followed of pros and cons of delaying this decision in light of an upcoming hiring. Chairman Elmer stated that he does not feel that reducing the residency area will not negatively affect the District’s ability to hire quality personnel.

Discussion followed as to the acceptable residency requirement. Chairman Elmer stated that he would be comfortable with a policy similar to that of Verde Valley Fire District that says they must live within the Verde Valley area.

Discussion followed of not requiring existing employees to meet the new residency requirement if they choose to relocate. Boardmember Brown moved to direct staff to move forward with changing the residency requirement to be within the Verde Valley, the same as what Verde Valley Fire District requires, and that this not apply to existing personnel. New personnel would have six months to meet this requirement and that the Chief is to have the authority to extend the timeframe. Boardmember Snyder seconded. The motion passed unanimously.

FUTURE AGENDA ITEMS – A listing of items to be placed on a future agenda.

Boardmember Snyder requested an agenda item regarding the District accepting hazardous waste products from the public for disposal.

ADJOURNMENT. With no further business before the Board, the meeting adjourned at 6:15 p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date