

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held May 20, 2010**

A Regular meeting of the Clarkdale Fire District Board of Directors was scheduled for May 20, 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
Ron Ballatore
Bill Snyder
Jerry Brown

Staff:

Joe Moore, Fire Chief
Joyce Driscoll, Admin. Assistant
Matt Robertson, Captain
Donny Minardi, Firefighter
Jeff Richey, Engineer

Others Present: None.

CALL TO ORDER. The meeting was called to order at 4:05 p.m. by Board Chairman Elmer.

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

MINUTES – Consideration of the minutes of the meeting held April 15, 2010. Boardmember Snyder moved to approve the minutes. Boardmember Ballatore seconded. The motion passed unanimously.

CALL TO THE PUBLIC.

FINANCIAL REPORT – Discussion and consideration of the Monthly Financial Report. Chief Moore stated that as of April 30 the District was 83.3% through the fiscal year and had received 98.4% of its budgeted income and had expended 71.75% of the budgeted expenses for the year.

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 commented on the photos of the crew making repairs to Engine 211, the Life and Fire Safety program at the area schools and the new administration volunteer. Chairman Elmer also stated how difficult it is to create the budget and that he appreciates the work staff has put in to it, as well as Board Clerk Murphy and Boardmember Brown who served on the budget committee. Chairman Elmer made some positive comments regarding the report by Captain Nargessi on the Department of Homeland Security bomb class he and Firefighter Minardi attended in New Mexico.

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

- Reserve Donny Minardi was promoted to A Shift Firefighter.
- The Verde Valley Fire Chiefs Association Communications Subcommittee has met with other agencies regarding dispatch services. It was noted that Sedona Fire District has reduced the dispatching costs by 4.7% for fiscal year 2010-2011.
- Verizon is again discussing with the Town placing a cell tower near the fire district building.
- The Town is in Stage 1 water restrictions.
- A new sandwich shop is opening near the Spirit Gas Station.
- The District Relay For Life team had nineteen members this year and raised just under \$3,000.

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. No discussion

NEW BUSINESS

Without objection, the Board changed the order of the agenda.

SICK LEAVE– Discussion and consideration of a resolution changing the Sick Leave policy of the Clarkdale Fire district Personnel Policies and Procedures Manual by changing the accumulation of sick leave for employees. Discussion included the following:

- Injuries, such as broken bones, take six weeks to heal.
- Suppression employees will have to work six years before accumulating six weeks of sick leave.
- The idea of increasing the accumulation of sick leave.
- Having a bank of additional sick time that can be used by employees at the discretion of a committee.
- Concern over a committee making decisions as to who may, and may not use extra sick leave hours.
- “Front loading” sick leave so that new employees have six weeks of leave up-front, or earn that much within the first three years of employment.

The consensus of the Board was to obtain feedback from the employees and to direct staff to bring back some proposals for front-loading the sick leave hours.

PEHP – Discussion of employee benefits and a Post Employment Health Plan as requested by the Board last year. Discussion included the following:

- The value of PEHP as compared to the current policy.
- That the benefit is only paid if an employee leaves employment voluntarily or under a lay-off, terminated employees do not any payout for remaining sick leave hours.

The consensus of the Board was to obtain feedback from the employees on the implementation of a PEHP for the next meeting.

SELECTION OF AUDITOR – Discussion and consideration of engaging an auditor to conduct the annual audit for fiscal year 2009-2010. Administrative Assistant Driscoll reported that staff recommends that the Board hire the same auditor as last year, as everyone was pleased with their service. She also noted that they are charging the same fee as they did previously, which was very reasonable. Board Clerk Murphy moved to engage Breecher and Company as the financial auditor for the fiscal year 2009-2010 audit and to authorize Chairman Elmer and Chief Moore to sign the engagement letter. Boardmember Ballatore seconded. The motion passed unanimously.

PRELIMINARY BUDGET – Discussion and consideration of adopting a preliminary budget for fiscal year 2010-2011. Chief Moore stated that the preliminary budget keeps the property tax revenue the same as fiscal year 2009-2010. It was noted that to do this, the mil rate will increase to 1.7105 from 1.5823 because property values have decreased. Chief Moore also noted the following about the preliminary budget:

- Capital Reserve Funds are primarily being used for grant matches.
- \$15,000 is allocated to the capital reserve account.
- A land payment is budgeted in the amount of \$79,492.
- The District no longer receives and ambulance transport fees.
- \$104,020 in SAFER grant funds will be received.
- Some account names have been changed and some accounts have been added.

Discussion included the following:

- Fiscal year 2011-2012 being a difficult year since Yavapai County is predicting a 24% drop in assessed valuation.
- That the Board reduced the mil rate previously, but with the knowledge the rate would need to go up in this fiscal year.

Chairman Elmer stated that he would like to see the property tax revenue reduced \$3,000 to \$4,000, as compared to FY09/10.

Board Clerk Murphy moved to adopt the preliminary budget with a reduction to revenue and expenses of approximately \$3,000 to \$5,000 to be adjusted by the Fire Chief. Boardmember Snyder seconded. The motion passed unanimously.

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 6:30 p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date