

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held June 24, 2010**

A Regular meeting of the Clarkdale Fire District Board of Directors was scheduled for June 24, 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
Brandon Nargessi, Captain
Matt Poe, Engineer
Mike McClellan, Firefighter

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 May 20, 2010. Boardmember Snyder moved to approve the minutes. Boardmember Ballatore seconded. The motion passed unanimously.

CALL TO THE PUBLIC. No public comment.

FINANCIAL REPORT – Discussion and consideration of the Monthly Financial Report. Chief Moore stated that as of May 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 expected change to the District’s ISO rating and thanked staff for all their hard work in going through the review.

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

- Captain Robertson’s first day with the District was May 2nd.
- The City of Cottonwood is having a study done regarding regional dispatching.

- Verizon Wireless is again looking to locate a cell phone tower behind Station #21.
- Building activity/new building permits.
- Yavapai County will only place restrictions upon the use of fireworks during “high brush” season. Fire Districts do not have the legal authority to prohibit use of fireworks, however municipalities and counties can restrict or prohibit the use.
- ISO rating change. When the District receives the official letter that the District rating has changed, it will be getting copies out to residents so they may take them to their insurance companies. This should result in lower homeowners insurance premiums.
- Hazmat collection and disposal and possible challenges of the District creating a collection/disposal program.

SHIFT REPORTS – Written monthly reports by personnel regarding day-to-day operations. Boardmember Snyder commented that the District paid too much for Captain Robertson’s turnouts which were purchased from Sedona Fire District. According to the numbers in the staff report, the turnouts depreciate \$320 a year, therefore if they have a two-year lifespan remaining, the District should have paid \$640. Chief Moore stated that he would look into the matter.

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

CONSENT AGENDA

Boardmember Snyder requested that item C be pulled from the consent agenda. Board Clerk Murphy moved to approve the remaining consent agenda items. Boardmember Snyder seconded. The motion passed unanimously.

A. CALL OF ELECTION – Approval of a resolution calling for the election of board members. Resolution #2010-04.

B. FINANCIAL SERVICES – Approval of engaging Angela D. Bertram, CPA to perform financial services.

C. SURPLUS PROPERTY – Approval of a resolution declaring certain assets as surplus property and providing for their disposal. Boardmember Snyder stated that since the assets were purchased with public money, he feels that the public should have first opportunity to bid on items, before other disposal methods. He proposed that a silent auction be held that is open to the public. Boardmember Snyder moved to adopt Resolution #2010-05 declaring various items as surplus property and authorizing the disposal to be as follows, starting with the first method and progressing down the list until all items are gone: Sell via public bid, bid method and minimum bids to be set by the Fire Chief, donation to Mexico firefighters, haul all remaining items to the dump. Boardmember Ballatore seconded. The motion passed unanimously.

OLD BUSINESS

SICK LEAVE – Discussion and consideration of a resolution changing the Sick Leave policy of Clarkdale Fire District Personnel Policies and Procedures Manual by changing the accumulation of sick leave for employees. Chief Moore reported that input was sought from employees regarding sick leave accrual. He stated that overall his feeling from the employees is that they agree the accrual rate for sick leave is low. They like that the Board is considering a change and that the Board is thinking creatively, i.e. “front-loading”. However it is his feeling that they would be just as happy if the accrual rate increased as they would be with front-loading. Chief Moore stated that he is recommending that the accrual rate increase to 112 hours. At this rate, a firefighter could earn six weeks off work for an injury after 3 years of service, and they would hit the cap in five years.

Discussion followed that though the Board has been thinking about more creative solutions, increasing the sick leave accumulation to 112 hours is straight forward, is easy for staff to track, and solves the problem.

Boardmember Brown moved to adopt Resolution #2010-06 making changes to the Personnel Policy and Procedures Manual, changing the sick leave accumulation to 4.31 hours bi-weekly for full-time employees. Boardmember Ballatore seconded. The motion passed unanimously.

PEHP – Discussion and consideration of a resolution making changes to the Personnel Policy and Procedures Manual regarding a Post Employment Health Plan. Chief Moore stated that he obtained input from the employees regarding paying out a percentage of accumulated sick leave hours to a Post Employment Health Plan (PEHP) upon termination of employment. He stated that the staff was in favor of the change. Chief Moore noted that spreadsheets were provided to the Board comparing the amount that would be paid-out under the current policy, and the amount under the proposed policy. The amounts paid-out to employees under the current policy show the net amount after taxes are deducted. Amounts paid into a PEHP are tax free for the employee and the District.

Discussion included the following:

- The reason for placing a value on sick leave upon an employee leaving employment (dismissed employees are not eligible) is to help discourage abuse of sick leave.
- PEHP is a fund that employers can contribute to tax free. The employee can use the their PEHP funds for medical expenses and health insurance premiums.
- The District would have no more involvement with a former employee’s PEHP. The employee manages the fund, i.e. decides how the funds are invested, and fees are deducted from the account.
- The District is considering using Nationwide to provide the PEHP.
- By law, the District cannot give employees the option to take some other form of payout or to have the funds deposited into a PEHP.

Boardmember Snyder moved to approve Resolution #2010-07 making changes to the Personnel Policy and Procedures Manual regarding a Post Employment Health Plan. Board Clerk Murphy seconded. The motion passed unanimously.

NEW BUSINESS

PUBLIC HEARING – A hearing to receive input from the public regarding the fiscal year 2010-2011 budget. There was no public comment.

BUDGET ADOPTION – Discussion and consideration of a resolution adopting an operating budget for fiscal year 2010-2011. Chairman Elmer thanked everyone for their work on the budget. Boardmember Ballatore moved to adopt Resolution #2010-08 adopting an operating budget for fiscal year 2010-2011. Boardmember Brown seconded. The motion passed unanimously.

EVALUATION OF THE FIRE CHIEF – performance evaluation of the fire chief. Boardmember Snyder moved to leave the open meeting and to go into executive session. Boardmember Ballatore seconded. The motion passed unanimously @ 6:12pm.

The board reconvened the open meeting at 6:26pm

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