

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

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

Staff:

Joe Moore, Fire Chief
Joyce Driscoll, Admin. Assistant

Others Present: None.

CALL TO ORDER. The meeting was called to order at 4:00 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 October 21, 2010. Boardmember Ballatore moved to approve the minutes. Boardmember Snyder seconded. The motion passed unanimously.

CALL TO THE PUBLIC. No public comment.

Without objection, the fiscal year 2009-2010 audit was moved to be next on the agenda.

FISCAL YEAR 2009-10 AUDIT – Discussion and consideration of the independent audit for FY09-10 prepared by Assurance Professionals.

Kay Green, CPA with Assurance Professionals, stated that they performed the audit and have no findings or recommendations. She stated that this is very good, as they strive to find issues that need correcting. They were pleased that the district retained an outside certified public accountant to review the accounts quarterly. She stated that the purchase of the land during the fiscal year was a notable accomplishment. They are also glad that the District is in the process of dissolving the volunteer pension plan.

Chairman Elmer noted that usually agencies have findings and recommendations so it is good to not have any. Kay Green stated that there is very good transparency and with the District having only one administration person with multiple responsibilities it is impressive that everything is done right. She stated that the bookkeeping standards and internal control is good for an entity this size.

Chairman Elmer stated that the board is responsible to the public and it is good to have an outside entity review the finances and provide reassurance that things are being done well.

Boardmember Brown stated that he keeps seeing articles about the funding of pension plans. He stated that the audit states that the District contributes to multiple plans. He noted that the Public Safety Personnel Retirement System and Arizona State Retirement System plans are defined benefit plans. He asked for the auditor's overview of these types of plans and what the potential is for liability. Discussion followed as to pension plans. Mrs. Green stated that these are third party plans, therefore the liability is typically not with the District. She stated that it is up to the state should there be a problem with the retirement plan falling short. Discussion followed that a shortfall in the pension plans could result in higher contributions, but the District would not be directly liable.

Boardmember Snyder moved to approve the fiscal year 2009-2010 audit as prepared by Assurance Professionals. Boardmember Ballatore seconded. The motion passed unanimously.

FINANCIAL REPORT – Discussion and consideration of the Monthly Financial Report. Chief Moore stated that as of October 31 the District was 33% through the fiscal year and had received 34.84% of its budgeted income and had expended 34.52% of the budgeted expenses for the year. He stated that the overtime costs are stabilizing. It was noted that the annual land payment was made in October.

Boardmember Ballatore moved to approve the financial report. Board Clerk Murphy seconded. The motion passed unanimously.

INFORMATIONAL AND OTHER REPORTS

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

Chairperson Elmer reported on the following:

- There was much publicity on the CCR classes held in the Verde Valley in October and that this was a great program.
- The fire prevention programs held in the schools in October went very well.
- That the overall appearance of the station was good.
- That personnel look neat and sharp, everyone stays active and works hard.
- That it is typical for grant contracts to require recipients to abide by the Davis-Bacon Act, and to buy American. He stated that for the purchase of items, the Davis-Bacon Act does not apply, but buying American can be a challenge.

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

- An update on the Mountain Gate subdivision. Homes that have a Certificate of Occupancy can be sold.
- Police Chief Haynie is back to work after being out for five months due to a health issue.
- A new town ordinance regarding fireworks will be in effect November 23rd.
- It will be a few months before the Insurance Services Organization considers revisions to the District's rating.
- The legal description on the land is being corrected.
- The District's grant application for a new first-out engine was not successful.
- Firefighter McClellan resigned to pursue a college degree in another field.
- A new reserve was offered a full-time firefighter position elsewhere, but will continue to reserve with Clarkdale Fire District.

SHIFT REPORTS – Written monthly reports by personnel regarding day-to-day operations. It was noted that all fire hydrants are currently in-service. It was noted that the District was awarded a grant that will fund hazardous material mitigation equipment and supplies. Chief Moore explained what items he expects to be purchased with the grant funds.

Boardmember Elmer stated that he was pleased with the reserve hiring process and with the staff working jointly with staff from Verde Valley Fire District to outfit all of the new personnel with appropriate protective equipment.

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

GRANT AGREEMENT – Discussion and consideration of an Intergovernmental Agreement with the Governor’s Office of Economic Recovery regarding the award of grant funds for rope rescue and hazardous materials equipment. Boardmember Snyder made a motion to approve the Intergovernmental Agreement contingent on the review and approval of the agreement by the Yavapai County Attorney’s Office, and to authorize Fire Chief Moore to sign on behalf of the District. Boardmember Ballatore seconded. The motion passed unanimously.

PERSONNEL POLICY CHANGE – Discussion and consideration of a resolution making changes to the Clarkdale Fire District Personnel Policy regarding Reserve Firefighter retirement benefits. Boardmember Snyder moved to adopt Resolution #2010-12 making changes to the Clarkdale Fire District Personnel Policy regarding Reserve Firefighter retirement benefits. Boardmember Ballatore seconded. The motion passed unanimously.

SETTING CONTRIBUTION AMOUNTS – Discussion and consideration of a resolution setting contribution amounts for reserve firefighter retirement benefits. Chairman Elmer stated that the thought was for the District to start making contributions at the low end, which can be increased later. He stated that the contributions will end up being less than what has been contributed in the past. Chief Moore stated that the new reserves would not be eligible until October next year. He stated that the board may consider the amount during budget time. Boardmember Snyder moved to adopt resolution #2010-13 setting contribution amounts for reserve firefighter retirement benefits. Boardmember Brown seconded. The motion passed unanimously.

WORKSESSION – A worksession to review and discuss the District’s Vacation Policy. Board Clerk Murphy stated that accumulation of vacation time seems appropriate. He stated that the benefit is not too far off as compared with other agencies. He noted that some agencies are going to a paid time off system, and getting rid of the separate sick leave benefit. Chairman Elmer stated that it is good to review policies from time to time to make sure they are being followed, and if not, they may need to be changed. Chief Moore stated that the policy is followed as it is with very few reasonable exceptions.

Boardmember Snyder noted that the employees are responsible for finding coverage for their vacation time. It was discussed that it has not been a problem for persons to find coverage. Chief Moore explained that reserves have priority for covering shifts for full-time personnel. Discussion followed as to what the policy is when two people want to take the same day off and what rank personnel can cover for what rank personnel, i.e. engineers can cover for captains but firefighters may not cover for captains, etc.

Boardmember Snyder stated that he hears good comments from the community regarding the fire district. However, he stated, that when the administration personnel are not in, and the firefighters are answering the telephone, there is a difference. Boardmember Snyder stated that the firefighters are all polite, but they do not necessarily have the knowledge to answer questions. He stated that he would like the Fire Chief and Administrative Assistant to strive to not be on vacation, etc., at the same time. He stated that there is quite a bit of difference when there are no administration personnel present and this detracts from the professionalism of the organization. Likewise, he stated, he feels the District may lose some professionalism when there are multiple people on a particular shift changed. Chief Moore stated that he likes to see personnel cover for each other and work different shifts because it promotes interoperability and teamwork. He explained that it is good for firefighters to experience the leadership of other Captains and for everyone to learn to work together effectively. Chief Moore stated he would work on improving the communication between the administration and line staff so the line staff is more informed of who is out, when they are expected back, etc.

FUTURE AGENDA ITEMS – A listing of items to be placed on a future agenda. The following item was listed: Worksession on fire trucks/financing options.

ADJOURNMENT. With no further business before the Board, the meeting adjourned at 5:12 p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date