



Harquahala Fire District

Minutes of Regular Board Meeting

Thursday, October 31, 2013 at 5:30 pm

The Harquahala Valley Fire District Governing Board convened in a Regular Meeting on October 31, 2013 at the Harquahala Valley Fire Station located at 51501 W Tonto Street, Tonopah, AZ 85354.

Call to Order: Chairman Michael Haynes announced Call to Order and commenced with the meeting at 5:34 pm. The Pledge of Allegiance to the flag of the United States of America was recited by all in attendance.

Roll Call of Board Members: Chairman Michael Haynes proceeds with roll call of board members. Judy Henderson - present, Frank Haas - present, Michael Haynes - present, Charlie Kooistra - Absent, and Russell Smith - present.

Call to Public: Chairman Michael Haynes proceeded with the Call to Public

- Member of Community thanked the Fire Department for the barbeque. There was a great turnout. Great Job.

No Further Comments from the Community.

- **Approve Minutes of Regular Board meeting of September 26, 2013:** Frank makes the motion to approve of the minutes from the Regular Board meeting of September 26, 2013. Russell Seconds the motion. Chairman Michael Haynes takes a vote to approve the minutes from the Regular Board meeting of September 26, 2013. Judy - Yes, Frank - Yes, Michael - Yes, and Russell - Yes.

Reports and Correspondence:

Chief's Report.

- September calls - EMS 12, Fire 8, HazMat 1, Other 1 (6 calls out of district).
- Financials: Chief Caudle provided a snapshot summary of the financials to date for October
- Apparatus/Station: List of services and repairs to the vehicles was provided.
- Equipment: SCBA has been received back. The department is on the list for State Purchasing Co-op. PPE's will be purchased through United Fire
- Training/Meetings: A list of meetings attended was provided, including an interview with KTAR radio station.
- Administrative: He met with the Insurance broker, Phoenix Health & Wellness, PFD Technology Group, SCF, and United Fire. Also the Assessment of maintenance options and OSHA logs for 2012 were completed. He review the electronic record keeping service presentation.
- Barbeque: The raffle raised \$1400. He would to do 2 smaller community events such as a pancake breakfast in the spring and early fall.
- He presented Firefighter Study 2012, along with the HVFD total compensation, paid time off. Discussion was done in regards to the Workers Compensation Premium vs Claims since 2011 to 2014.
- Vehicle maintenance Proposals were received from Freightliner/Western States and WW Williams.

New Business

- Bid on Old Brush Truck. The old brush truck has been sitting idle. The Chief would like the board's permission to sell it as-is by sealed bid. Russell makes the motion to post the old brush truck for sale as-is by silent auction. Frank seconds the motion. Chairman Michael Haynes takes a vote to post the old brush truck for sale as-is by silent auction. Judy - Yes, Frank - Yes, Michael - Yes, and Russell - Yes.
- Small Brush Truck 4500 Ram Brush 371. Discussions was held in regards to the status of this vehicle. Since it is not used and would not be called for wild fire operations it should be eliminated. The Chief said if this is done they should wait until repairs to the other vehicles are up-to-date. It was decided that the Chief will present a plan for options on vehicle.
- Review of September 2013 Financials. Discussion commenced in regards to the financials. Several questions were asked and answers were provided by the end of the meeting. Frank makes the motion to approve the financials for September 2013. Russell seconds the motion. Chairman Michael Haynes takes a vote to approve the financials for September 2013. Russell - Yes, Michael - Yes, Frank - Yes and Judy - Yes.
- Administrative SOG's. The Chief provided several SOG's for Background Checks, District Holidays, Donation of Vacation Days, Equal Employment Opportunity, Harassment, Injury Notification, Longevity Pay, Notification while on Industrial Leave, Overtime/Comp Time, Pay and Employee Status Change, Probationary Periods, Promotion Pay Increases, Public Record Policy, Substance Abuse and Testing, Time Clock, Time Off, Transitional Work, Uniform Allowance, Vacation and Sick Benefits, and Vehicle Operation. Russell makes the motion to adopt these SOG's. Frank seconds the motion. Chairman Michael Haynes takes a vote to adopt these SOG's. Judy - Yes, Frank - Yes, Michael - Yes, and Russell - Yes.
- Fire Operation SOG's. Also presented was the FS 372 Deployment, which involves the manning of South Station. Judy makes the motion to adopt these SOG's. Frank seconds the motion. Chairman Michael Haynes takes a vote to adopt these SOG's. Judy - Yes, Frank - Yes, Michael - Yes, and Russell - Yes.

Frank makes the motion to adjourn the meeting. Russell seconds the motion. Chairman Michael Haynes takes a vote to adjourn the meeting. Judy - Yes, Frank - Yes, Michael - Yes, and Russell - Yes.

The meeting was adjourned at 7:01 pm.