

Updated



Harquahala Fire District

Minutes of Regular Board Meeting

Thursday, August 29, 2013 at 5:30 pm

The Harquahala Valley Fire District Governing Board convened in a Regular Meeting on August 29, 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 5:30 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, Charlie Kooistra - present, Michael Haynes - present.

Call to Public: N/A

Approval of Minutes of Special Board Meeting of June 20, 2013 and Regular Board meeting of July 25, 2013. The minutes are not typed as of this date, however they are available in recorded form for the community listen to. Frank makes the motion to table the approval of these minutes until they are typed. Charlie seconds the motion. Chairman Michael Haynes takes a vote to table the approval of the minutes until they are typed. Judy - yes, Frank - yes, Michael - yes and Charlie - yes.

Reports and Correspondence:

Captain's Report formerly known as Chief's Report read by Chairman Michael Haynes:

- Monthly Fire Calls: Fire 6, EM 22, and Others 3.
- The Captains and Engineers are working on a program for move-up to reduce overtime.
- Training continues to minimum company standards and Schedule established for Reserves to meet training standards
- Working with the community pre-incident planning system to provide faster response.
- Proper insurance gathering information has in improved. This is helping with billing.
- Grant Opportunity - for intubation equipment that will meet the electronic charting equipment requirements for 2014-2015.
- They are working on the barbeque for October which will be for the 30th Anniversary of the Fire Department.
- Acting Captain George Denny's report submitted on behalf of Captain Garcia in its entirety, except for bathroom activities.

Committee Updates:

Apparatus Committee: Board Member Judy gave the updates.

- They are working on a system so each individual apparatus, so there will better accountability. They will be making a binder for each apparatus which will include a maintenance schedule.
- They are looking for the manuals and will create a manual library

- Apparatus parts will be inventoried and locked.
- All tools will be inventoried and locked, except for a small tool box
- Serial numbers on all tires have been gathered so they can easily be checked for recalls.
- Big job will be updating the lights on the tanker. Tony will make a diagram of the tanker. This will allow the crews to have input so the committee will know what kind of lights they will need.
- Vendors & Mechanics - They are looking at a list of mechanics and vendors so they can get bids for maintenance work.
- U-Joints on 371 that drives the PTO shaft is damaged and needs replaced.
- Next meeting Sept. 25, 2013.

Chief Committee: Chairman Michael Haynes gave the updates:

- Committee members include Chairman Michael Haynes, Board Member Judy Henderson and Captain Troy Shephard (Representing the Union).
- Packet for the board members to review and make a decision for interviewing the Interim Fire Chief.
- In regards to hiring a Chief they looked at people that assist with hiring and other Fire Departments on how they did their hiring.

MOU with Harquahala Valley Generating Plant: Chairman Michael Haynes gave the updates:

- Committee members include Chairman Michael Haynes and Board Member Frank Haas. They would like some members from the community to participate on this committee
- Chairman Michael Haynes passed the notes from the previous board to Frank to review. They are still waiting for the cash values for the next 5 years from the plant
- Attorney Bill Whittington has an outside consultant that could provide some guidance.

Apparatus Maintenance:

- Board Member Judy expressed concerns that the past mechanic work is not working. This should be revisited and develop a new program for maintenance logs to reduce these costs, as they appear to be excessive and the work is not being done in a timely manner. Judy will take on the action of improving the process.

Business:

- **Discussion and possible action of Fiscal Year 2012-2013.** Discussion was made about the financials. There are areas where capital expenses are included with ledger expenses. Michael thought that the CPA we are considering to help with the new ARS could help us fix the categories, with the starting of this financials. Franks makes the motion to table the FY 2012-2013 financials until they are cleaned up. Judy - Seconds the motion.
Chairman Michael Haynes takes a vote table the FY 2012-2013 financials. Judy - Yes, Frank - Yes, Michael - yes and Charlie - yes
- **Discussion and possible action of the July 2013 Financials.** Chairman Michael Haynes advised that he want to include the monthly financials since this is a new requirement for October because of the new ARS (HB2572). Monthly requirements start October of this year. Monthly financials will need to be filed with the County Board of Supervisors and County Treasurer with letter explaining any overages. Michael makes the motion to approve the July 2013 financials. Frank seconds the motion. Chairman Michael Haynes takes a vote to approve the July 2013 financials. Judy - Yes, Frank - Yes, Michael - yes and Charlie - yes.

- **Appointment of Board Member for Clerk.** A Clerk needs to be assigned as he/she will be the next in line when the Chairman is not available. Chairman Michael Haynes makes the motion to nominate Board Member Judy Henderson. Frank Seconds the nomination. Chairman Michael Haynes takes the vote to appoint Board Member Judy Henderson as Board Clerk. Charlie - yes, Michael - yes, Frank - yes and Judy - yes.
- **Discussion and possible vote for Open Board Member Position.** Frank makes the motion to go into Executive Session to Review Candidates. Charlie seconds the motion. Chairman Michael Haynes takes the vote to go into Executive Session. Judy - yes, Frank - yes, Michael - yes, and Charlie yes.

Frank makes the motion to return to regular session. Charlie seconds the motion. Chairman Michael Haynes takes the vote to return to regular session. Judy - yes, Frank - yes, Michael - yes, and Charlie - yes.
Judy makes the motion to nominate Russell Smith to fill the open board position. Charlie seconds the motion. Chairman Michael Haynes takes the vote to nominate Russell Smith to fill the vacant board position. Judy - yes, Frank - yes, Michael - yes and Charlie - yes.
Congratulations Russell Smith he will be sworn in later. He will not be available to vote until 24 hours after sworn in.
- **Selection of 3 Candidates to interview for the Interim Chief.** They will also pick 2 additional candidates in case any of the 3 declines to interview. The interviews will be scheduled for Friday, September 6, 2013. Each interview is scheduled for 1.5 hours. There will be a special meeting on Monday, September 9, 2013 to select the new Interim Fire Chief. Franks makes the motion to go into Executive Session. Judy seconds the motion. Chairman Michael Haynes takes a vote to go into Executive Session. Judy - yes, Frank - yes, Michael - yes, and Charlie - yes.

Franks makes the motion to return to regular session. Charlie seconds the motion. Chairman Michael Haynes takes the vote to return to regular session. Judy - yes, Frank - yes, Michael - yes, and Charlie - yes.
Candidates selected for interview are: William Stipp, Michael Osborn, Daniel Caudle, Mike Duran and Richard Weagel. Frank makes the motion to approve the 5 candidates. Charlie seconds the motion. Chairman Michael Haynes takes a vote to approve these 5 candidates: Judy - yes, Frank - yes, Michael - yes and Charlie - yes.
- **Review proposals from CPA's in order the board financial meet new ARS requirements.**
Proposal from James Vincent Group Accounting & Tax (\$2,500 setup and \$150 per hour consulting) and Affordable Accounting (\$60 per hour, 10 hours to setup and 1-2 hours monthly. Retainer \$300. This firm does our payroll)
This item is not budgeted but it can be taken from contingency account for missed items and unforeseeable expenses. Judy makes the motion to accept the proposal from Affordable Accounting for CPA work as needed. Frank seconds the motion. Chairman Michael Haynes takes to accept the proposal from Affordable Accounting: Judy - yes, Frank - yes, Michael - yes and Charlie - yes.
- **Time Clock**
Judy spoke with Amcheck they can make it work. Amchek has their own clock which costs \$1,000. However they found a clock for \$400 that will work with the system and will be donated. There will be and additional fees Setup \$300, \$1.75 per employee per pay period or Annual \$1,200 - \$1,500. There will be a training period which is included with the setup fee for 6 - 8 weeks. Besides training this is also needed to make sure the fingerprints and everything else works properly. Charlie makes the motion to get the donated time clock and pay the additional fees.

Frank seconds the motion. Chairman Michael Haynes takes a vote to get the donated time clock and pay the additional fees: Judy - yes, Frank - yes, Michael - yes, and Charlie - yes.

- Overtime to have Fire Board or Chief approval to minimize for people out for sick and vacation, Comp time discuss time for time vs. time for time & half or cash in comp time. Discussion in regards to Fire Chief Sandell's Memo of 4/6/2010 on Comp time. The comp time for time & half needs to stop. At this time there is not enough of Engineers for step-up. In this case overtime may be incurred. SOP in regards to Sick, Overtime and Vacation needs to be updated to include comp time and the amount of time to be accumulated. Michael makes the motion to have comp time stopped until revisited. Frank seconds the motion. Chairman Michael Haynes takes a vote to stop comp time until revisited: Judy - yes, Frank - yes, Michael - yes and Charlie - yes

End of Business Items.

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

The meeting was adjourned at 8:04 pm.