



# Harquahala Fire District

## Minutes of Regular Board Meeting

Thursday, July 25, 2013 at 5:30 pm

The Harquahala Valley Fire District Governing Board convened in a Regular Meeting on July 25, 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 5:36 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 - present.

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

- Carol stepped forward but would like to speak at the end of the meeting. Chairman Michael Haynes indicated that this will be a long meeting, that they would like to hear from her at this time. She indicated that she will wait until next meeting to speak.
- Chairman Michael Haynes read an email from Homer and Elisa Bixby, in regards to the South Station. They would like the station to remain open.
- Harry Thomas wanted to know where is the equipment that the Chief purchased while he was Chief. Chief Sandell said he will have the report ready next week.
- Doug comments on the South station and would like the station to remain open.

**No Further Comments from the Community.**

- **Approve Minutes of Special Board meeting of June 20, 2013.** Chairman Michael Haynes that the minutes are not typed yet; however they are available for the public to listen to the recordings. Frank makes the motion to table the approval of the minutes until they are in printed form. Charlie Seconds the motion. Chairman Michael Haynes takes a vote to table the approval of the minutes until they are in printed form. Judy - Yes, Frank - Yes, Michael - Yes, and Charlie - Yes.
- **Approve Minutes of Regular Board meeting of June 26, 2013.** The date needs to be corrected from 5/30/2013 to 6/26/2013. Frank makes the motion to approve the minutes of June 26, 2013 with the correction of the date. Charlie seconds the motion. Chairman Michael Haynes takes a vote to approve the minutes with the date correction. Judy - Yes, Frank - Yes, Michael - Yes, and Charlie - Yes.
- **Approve Minutes of Special Board meeting of July 3, 2013.** Chairman Michael Haynes makes the motion to approve the minutes of July 3, 2013. Judy seconds the motion. Chairman Michael Haynes takes a vote to approve the minutes. Judy - Yes, Frank - Abstain, Michael - Yes, and Charlie - Yes.



## Reports and Correspondence:

### • Chief's Report.

- Summer calls - Medical 32, Fire 7, Other 0.
- Good and Welfare - 1 Fire Fighter on W/C Light Duty work under the medical care.
- Mention the loss of 19 Brothers of the Hot Shot Crew. The Brush truck was at the Medical Examiner's office when the bodies arrived to show their respect. Some members of the department attend the funeral in Prescott. A minute of silence was held in respect of these fire fighters.
- AFDA Conference was attended my Office Manager Rene Haynes, Chairman Michael Haynes and Board Clerk Joe Roman last month. Chairman Michael Haynes mentioned with interest the ARS statue. From what he has heard this will require more extensive work to be done.
- Last year's budget for the End of fiscal year the chief notified the County that adjustments were made to 7/1/2013 current balances and warrant capital reserves. 28,298.76 transferred to operations previous year expenditures and \$30,581.09 moved from the warrant account to capital reserves. This was done as the 6/28/2013 transactions were not included.
- Arizona State Fire School in September we are sending 5 employees.
- Prevention and Education 30 year Anniversary of the fire department this year. Barbeque will be held in October, including the raffle of a quilt made by the ladies of the community.
- Facilities the Air Conditioners had to be serviced.
- Health and Fitness - n/a
- Suggested that the board members to amend the Drug and Alcohol policies to be more thorough and detailed. Also have the testing done in house after an injury.
- EMS needs to replace 1 of the 12 lead cables with a cost of \$600.
- West Valley hospital is in the process of the Level 1 Trauma facility. This will be completed in less than a year. Currently patients are taken to Good Samaritan, St Joseph's or County. This will provide a closer facility to transporting patients.
- Wild Land there needs to be a plan to make funds available during deployment
- Apparatus
  - 371 had radio and headsets installed. They are experiencing electrical problems the installation.
  - 371 overheated because a buildup of bugs on the grill. The Engineer Woodward has put in a new procedure to done with the daily tasks.
  - 372 the AC went out and was repaired. It is out for 60,000 maintenance, it will be back tomorrow.
  - Tanker 371 the parts have come in.
  - Truck 371 the battery died
  - Old mechanic truck 371 an employee would like to purchase. Depending on what the board wants to do.
- Operational Guidelines Committee with the new board we need to reclassify policies and procedures for District Policies # 340 & 341. Medical physicals for Fire Fighters to meet at least the minimum recommendations that was established jointly established by the International Association of Fire Chiefs and International Association of Fire Fighters. A copy was provided to the board tonight so they can review in time for the next meeting.
- Safety Committee Office Manager Renee Haynes met with SCF where she was provided with tips to improve Claim Prevention Program.
- Budget Committee Chief Sandell sent emails to the members to determine how to improve the budget process for next year.



- o This Month's Green Sheets - None this month
- o Grants couple members are working jointly with Tonopah Fire Department for a self-contained breathing apparatus.
- o Other
  - Received 2 complaints from Reserved Fire Fighters regarding compensation violations to the Labor Department of Arizona. The payroll company responded on our behalf. Letters received from Labor Department of Arizona there was no evidence to support the claims. We are re-evaluating into doing time cards and other policies to prevent this in the future.
  - The Fire fighters are pleased with the Radio upgrade & Headsets. It is a difference of night & day. This has not been done on Car 371.
  - Issue regarding holidays - Chief Sandell spoke to the Union Officers and 2 Captains they are on the same page for the following holidays: 4<sup>th</sup> of July, 9/11, Thanksgiving and Christmas. The Union had concerns for holiday pay and pay issues. The payroll company indicates that the Fire Department does not have to pay for the Federal Holidays.
  - Captain Garcia will be doing the scheduling for the Reserves. Chief Sandell will work with the board in regards to transition.
  - With the tight budget for overtime and reserve pay there may not be enough staff to cover South Station. Discussion needs to be done. In a perfect world and OSHA requirements there should 4 on the engine. Currently scheduled is 3 on Engine and 2 for Brush Truck sent to South Station.
  - Comp Time Policies and Procedures are being questioned and discussed. Amcheck is creating a report. The maximum Comp time is 75 hours.
  - Judy express concerns in regards to the length of time it takes the vehicles fixed.

#### New Business

- Discussion and possible actions - Review Fiscal Year End 2012-2013 Financials. We did receive all of the AFDA taxes for 2012-2013 and more tax revenues were received. Michael Haynes explained and clarifies the items on the financials, especially the point that there appears to be a shortage of \$42,000. His recommendations that items should be categorized correctly especially with the new ARS statue. He is thinking that a CPA will be needed which will help with the new requirements. Frank makes the motion to table the 2012-2013 Financials until the report shows correct reporting. Judy seconds the motion. Chairman Michael Haynes takes a vote to table the 2012-2013 financials until the report shows correct reporting. Judy - Yes, Frank - Yes, Michael - Yes, and Charlie - Yes.
- Discussion and possible actions - Fiscal Year 2013-2014 Budget. Discussions were held in regards to the budget. Chairman Michael Haynes makes the motion to approve the 2013-2014 budget. Franks seconds the motion. Chairman Michael Haynes takes a vote to approve the 2013-2014 budget. Judy - Yes, Frank - Yes, Michael - Yes, and Charlie - Yes.
- Acceptance of Chief Sandell's Resignation dated 7/19/2013. Chairman Michael Haynes thanked Chief Sandell for his 5 years of service. Frank makes the motion to accept the Chief's resignation. Judy seconds the motion. Chairman Michael Haynes takes a vote to accept the Chief's resignation. Judy - Yes, Frank - Yes, Michael - Yes, and Charlie - Yes.



- Acceptance of Resignation from Board Member/Clerk Joe Roman dated 7/6/2013. Judy makes the motion to accept the resignation of Board Member/Clerk Joe Roman. Michael seconds the motion. Chairman Michael Haynes takes a vote to accept the resignation of Board Member/Clerk Joe Roman. Judy - Yes, Frank - Yes, Michael - Yes, and Charlie - Yes.
- Appoint of a Clerk for the board. With the resignation of Joe Roman who was the Clerk we will need to appoint a new clerk. Chairman Michael Haynes looks for nominations. Franks makes the motion to table the appointment of a clerk. Charlie seconds the motion. Chairman Michael Haynes takes a vote to table the appointment of a Clerk. Judy - Yes, Frank - Yes, Michael - Yes, and Charlie - Yes.
- Open Board position of Joe Roman. It was suggested that a posting should be created to accept applications until next board meeting. They will have the new position posted by Monday or Tuesday and the board will pick the new applicant at the next meeting on August 29, 2013. Judy makes the motion to post for the board member position and to have all applications turned into the Office Manager by August 26, 2013. Frank seconds the motion. Chairman Michael Haynes takes a vote to post for the board member position and to have all applications turned into the Office Manager by August 26, 2013. Judy - Yes, Frank - Yes, Michael - Yes, and Charlie - Yes.
- Posting for New Fire Chief for Harquahala Valley Fire District. Chairman Michael Haynes appointed a sub-committee to determine posting requirements for the Interim Chief and permanent Chief position. Judy volunteered to assist on the sub-committee with Michael. Chairman Michael will also speak with Captain Troy Shephard to see if someone from the union would like to be on the sub-committee.
- Discussion New MOU with Harquahala Valley Generating Plant. There was an informal get to know people with the Harquahala Valley Generating Plant. Chairman Michael Haynes met Joy Gomez, Tim Wisdom, and Morris Meltzer. This was an informal meeting for the players to discuss the possibility to start negotiations for a new MOU. There were several concerns: do we want a new MOU? Is it good for the community and the plant? **No negotiations** have started at this time. Chairman Michael Haynes appointed a sub-committee to work with the negotiations. Frank volunteered to work on this sub-committee.
- Discussion of the South Station. This is on the agenda in order to determine how to avoid over time for the South station. They are not looking to shut down the South Station. There may be a black-out at the South Station if there is not enough staff to support the South Station. The board will continue keeping an eye on the hours.
- Review proposal of a Certified Public Account. With the new ARS Statue it is felt that a CPA be hired to get the accounts in order and assist with any monthly financial questions. Further discussion was made and suggested that they get more quotes.

#### OLD BUSINESS:

- Time Clock Judy indicated that she can get a time clock donated. This will prevent the discrepancies that we have experience. It was suggested on how the time card and time clock will work within Amcheck. Judy will investigate what type of time clock will work with the system and make suggestion for next meeting.
- Freeway Billing and Out of District Calls. Judy express concern as there is no money budgeted for income from these billings. Are we doing the billings for these calls and who is doing the billings? Captain Blackburn is doing the billing for these calls. Renee indicated that she has received calls indicating that payments will be coming in.

- **Approve Auditor for Fiscal Year 2013-2014.** Received 3 proposals the amounts are almost the same. Accounting Professionals LLC \$7,200, Saunders Company \$7,500 and William Dogbridge \$7,500. Frank makes the motion to accept the proposal from Accounting Professionals for \$7,200. Charlie seconds the motion. Chairman Michael Haynes takes a vote to accept the proposal from Accounting Professionals. Judy - Yes, Frank - Yes, Michael - Yes and Charlie - Yes.

**End of Old Business.**

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

The meeting was adjourned at 8:15 pm.