



Harquahala Fire District

Minutes of Regular Board Meeting

Thursday, May 29, 2014 at 5:30 pm

The Harquahala Valley Fire District Governing Board convened in a Regular Meeting on May 29, 2014 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 5:40 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 - Absent.

Call to Public: Chairman Michael Haynes proceeded with the Call to Public. Judy Gomez from the Harquahala Valley Generating Plant introduced Chris Bates who will be taking over Tom's place at the plant. Tom has taken another position.

Approve Minutes of Regular Board meeting of April 24, 2014: Chairman Michael Haynes indicated that he wanted to table this action as there were some errors and he wanted Debbie to listen to the meeting discussion in regards to the MOU. The first sentence in both the SOG's should read 'This is a revision of the previous' and he wanted the MOU summary with the plant reworded to be more specific and confirmed as to whom the plant should negotiate a MOU with at the County level. (Supervisors or Attorney?) Judy also mentioned that there was a typo on the first page.

Approve Minutes of Special Board meeting of May 5, 2014: Frank makes the motion to approve the minutes from the Special Board meeting of May 5, 2014. Michael seconds the motion. Chairman Michael Haynes takes a vote to approve the minutes from the Special Board meeting of May 5, 2014. Judy - Yes, Frank - Yes and Michael - Yes.

Reports and Correspondence:

Chief's Report.

- May calls - EMS 13, Fire 3 and service calls 2.
- Financials: Chief Caudle provided a snapshot summary of the financials project up to the end of the month.
- Apparatus - Engine 371 is back in service. The Turbo Emissions system was down. This occurred because the manual override switch was turned off and was not turned on afterwards. The Chief indicated that he has put a procedure in place that will help in preventing this problem in the future and to ensure the operators are properly trained. Brush 372 is still out of commission, he expects to have it back next week.
- Equipment - They are centralizing the supplies, this will prevent duplicate ordering of supplies and allow them to keep track of the supplies. They will be using the software to keep track of equipment parts, etc.
- Training/Meetings - Monthly Captains meeting on the 21st which safety, security of the facility and hiring process were discussed.

- Administrative:
 - o T1 activation call was held today. This weekend the fire fighters will work on the internal wiring. The router will be installed on Monday and the time clock test will be done next week.
 - o There is quite a lot of surplus items on the property that is not needed by the department. He will provide a list of the items to the board at the next meeting. Such items are: generators, cement mixer, etc. A suggestion the Chief made was to have an open house and have an auction for the items.
 - o SAFETY - A number of items have been addressed such as railing at the South Station, fixing items causing a tripping hazard, lock box South Station, and replacing missing extinguishers. Some of the fixes are quick fixes to prevent injury but may need to be replaced later.
 - o The Chief will be working on SOG's for the next few months which will mostly be operational guidelines. He asked the Board to provide guidance on how they would like him to handle these operational guidelines.
 - o The department will be hiring 6 Reserve fire fighters. He wants to have the job description that will provide the requirements and what is expected to be considered as an Active Reserve. There are several Reserve fire fighters that the Chief has not met in the 7 months he has been with the department. The Reserve fire fighters who could not be active employees of the department are being replaced. He emphasized to the Captain's that if an applicant cannot meet the requirements of active they will not be hired. An active Reserve pool is what the department needs in order to avoid overtime expenses.

Discussion and Possible action to April Financials: Discussion was held in regards to the items presented by the Chief and items on the financial reports.

Administrative SOG - Safety Coordinator: There will now be a Shift Safety Coordinator, they be provided with a checklist to look for safety issues. They will also be responsible to reporting any safety issues to the Captain and the next Shift Safety Coordinator. This will demonstrate to SCF that the department is doing their due diligence to provide a safe work environment for its employees. This may not decrease the premiums, but will show that we take safety seriously.

Administrative SOG for Firefighter Reserve Job Description: Chairman Michael Haynes indicated that since this a part of operations, the Board will not tell the Chief on how to run the department.

**Both of these SOG's are drafts and are operational guidelines. Therefore the Board does not need to take action.

Discussion on the Triage Room for the South Station: Judy wanted an update from the Chief on this item. The Chief indicated that it is difficult to isolate or separate a room from the living area at the South Station. The Chief said he could provide different options and their approximate costs to the Board at the next meeting.

Discussion and possible action Budget for Fiscal Year 2014-2015: It was noted that there is no further discussions around the MOU for this budget period with the Harquahala Generating Plant. Frank makes the motion to approve the budget for fiscal Year 2014-2015 as posted. Judy seconds the motion. Chairman Michael Haynes takes a vote to approve the budget for fiscal Year 2014-2015 as posted. Judy - Yes, Frank - Yes and Michael - Yes.

Judy makes the motion to adjourn the meeting. Frank seconds the motion. Chairman Michael Haynes takes a vote to adjourn the meeting. Judy - Yes, Frank - Yes and Michael - Yes. Meeting adjourned at 6:40 pm.