

# **HARQUAHALA VALLEY FIRE DISTRICT BOARD**

## **Minutes for Regular Meeting MONDAY, OCTOBER 19, 2015 6:00 PM**

The Harquahala Valley Fire District Governing Board (**HBFD**) convened in a Regular Meeting on Monday, October 19, 2015 at 6:00 PM at Fire Station 371, 51501 W. Tonto Street, Tonopah, Arizona, 85354.

Board Clerk, Susan Combs advised that the Board may vote to go into executive session on any agenda item, pursuant to A.R.S. 38-431.03 (A)(3)(4) for legal advice with the District's attorney on matters as set forth in any agenda item. Board Members or other participants may attend by telephonic conference. The following topics and a variable thereto will be subject to Board consideration, discussion, approval or other action. All items are set for possible action.

### **1. CALL TO ORDER**

Board Clerk Susan Combs called the Meeting to order at 6:00 PM; all in attendance reminded to sign the "sign in" sheet.

### **2. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance to the Flag of the United States was given by all in attendance

Board Clerk Combs verified with Chief McMenemy and Office Manager Renee Haynes that the proper documentation (Oath of Office) for the new board members, Homer Bigbey and Stephen "Charlie" Kooistra had been signed and properly filed with the appropriate entities; Ms. Haynes stated, "Yes," that the documents were signed and filed appropriately.

### **3. ROLL CALL OF BOARD MEMBERS**

Roll call conducted; those present were Larry Deneen, Homer Bigbey, Susan Combs (Clerk), Stephen "Charlie" Kooistra and Charles "Chip" Main; All board members present – full 5 person board; also present: Chief Jeff McMenemy and Brenda Tranchina – HR specialist

### **4. CALL TO THE PUBLIC**

- Elisa Bigbey – thanked the board for volunteering and is looking forward to better future

### **5. APPROVAL OF MINUTES:**

#### **A. Regular Meeting of September 28, 2015**

Acknowledgement of archive of meeting minutes is noted by all board members present.

### **6. FINANCIALS**

#### **A. September 2015 –**

Board Member Main asks Chief McMenemy how the District is doing regarding the wages of the employees – hiring reserves, overtime; Chief advised that the District has hired a few more reserves, thus the overtime use is down, and with the "push" to hire more reserves foresees the overtime use to continue to decrease.

Board Member Deneen asks Chief McMenemy how he was able to bring the overtime usage down "so quickly"; Chief advised it was due to the availability of reserve employees versus paying overtime to full time employees, and the reduction of staffing from 5 staff on duty. He said that

the crew will periodically be down to 4 staff, sometimes 3 staff depending on the availability. Chief notes that some of the staffing issues are due to staff taking vacation and 1 fire fighter (Mike Holiday) is currently off work due to an industrial injury, which Workman's Comp is paying 2/3 FF Holiday's wages, thus saving money on the Fire Fighters wages. 3 duty staff will be maximum of 8 hours, then a 4<sup>th</sup> must be staffed to fulfill the District's requirements with Phoenix CAD protocol.

Board Member Main asks Chief McMenemy about staffing of both Station 371 and 372; Chief advised that when there are 5 staff on duty, there are 3 assigned to Station 371 and 2 staff assigned to Station 372 (south). When there are only 4 staff on duty, all 4 will be assigned to Station 371, thus temporarily shutting down Station 372 until staffing becomes available.

Board Member Main asks Chief McMenemy if there is an expected time frame where staffing will be full utilizing reserves in order to staff both stations; Chief stated that letters were sent to the individuals hired, and expects them to accept their positions immediately, thus staffing will rise immediately.

Board Member Bigbey asks Chief McMenemy if the District is going to be able to bring the Budget back online where it should be; Chief McMenemy speaks in detail as to how the financial sheets are set and how some expenses are off set where it may take a couple of months for the expenses to catch up where they should be for the Monthly financials, explaining in detail that his expectation is that the Budget will be back online where it should be as noted in the Yearly financials.

Board Member Deneen asks Chief McMenemy if he could possibly put together a summary as to where the District sits when items look to be over budget. Office Manager Haynes advises how the Budget is itemized, and suggests that the Board have a workshop in order to see in detail how the budget is set up and reconciled. She also reminds the Board Members that by ARS, it is required by the Board Members to review and approve the monthly financials.

Elisa Bigbey requests to ask a question, which was granted: she asks about where the District is going to be by the end of the Fiscal Year regarding specifically overtime when the Financials show the overtime line item being over its budgeted amount. Chief McMenemy addresses Mrs. Bigbey's concern and explains how monies will be shifted within the overall "wages" category, where no monies will be moved from other areas (example – currently there is a FF who is on industrial whose wages are being paid through Workman's Comp, those wages from that specific full time FF can be moved from the Fire Fighter line to the overtime line as they were not used for compensating that specific FF).

Board Member Bigbey asks how many full time employees the District has; Chief McMenemy responds that there are 12 authorized FF positions, but only 11 are currently being paid full time wages, office manager and Chief.

Board Member Bigbey states that he has a great respect for all of the Fire Fighters, and hopes they continue doing the great job that they do.

Board Member Deneen asks Chief McMenemy and Ms. Haynes to clarify the line item regarding the "liability insurance"; Ms. Haynes advises that the payments are made quarterly, so some months will look as if the District is over budget in that line item, but in reality, it will catch up once the quarter is complete.

Board Member Deneen asks about "lawyer fees"; Chief McMenemy and Ms. Haynes clarify the expenditure.

Board Member Bigbey asks about overtime expenses; Chief McMenemy explains the expenses and savings between regular overtime and training overtime.

Board Member Deneen makes a motion to accept the financials for September 2015, 2<sup>nd</sup> by Board Member Kooistra; Vote unanimous: 5-0 acceptance approved

## **7. REPORTS AND CORRESPONDENCE**

- A. Chief's report – Chief McMenemy goes over his prepared outline and answered questions of the board members as asked. (Please see attached copy of outline.)

Topics as follows:

1. Audit update
2. Storm Damage and fees update
3. Call Count
4. Captains' reports
5. Miscellaneous updates

## 8. OLD BUSINESS

- A. Vote for new Chairperson of the Board and Clerk, if needed

Board Clerk Combs advises that if chosen as the Chairperson, she would help the new clerk with meeting minutes if needed.

Board Member Main reminds the Board that he will be on Military deployment beginning after the November meeting.

Board Member Main nominates Board Member Deneen for the Chairperson position; 2<sup>nd</sup> by Board Member Bigbey; Board Member Deneen states he has concerns regarding taking the position of Chairperson. Board Member Main explains to Board Member Deneen that being "new" to the board, he doesn't have some of the bias that previous board chairpersons may have had, and that he is able to look at things objectively "through fresh eyes". Board Member Deneen accepts nomination; Vote unanimous: 5-0, Board Member Deneen is voted new Chairperson.

Board Member Main makes a motion to continue to have Board Clerk Combs remain the Board Clerk; 2<sup>nd</sup> by Board Member Bigbey; Vote unanimous: 5-0, Board Clerk Combs remains the Board Clerk. Board Clerk Combs offers to new Board Chairperson Deneen to continue running meeting, Board Chairperson Deneen agrees.

- B. Implementation/acceptance of HR policy sections 1, 2, and 3

Board Member Bigbey makes a motion to table the implementation until the Board is able to have an opportunity to review the policies and have a Workshop to discuss them; 2<sup>nd</sup> by Board Member Kooistra.

Board Chairperson Deneen has questions regarding the HR manual: asks Ms. Tranchina if she has put together other HR policies/manuals for other Fire Districts; Ms. Tranchina replies, "Yes." Board Chairperson Deneen asks Ms. Tranchina if the other Fire Districts also had Memorandums of Understanding (MOU) along with the HR Manuals; Ms. Tranchina advised that some of the Fire Districts do have MOUs to accompany their HR Manuals, and explains the importance that the HR Manual and the MOU match. She continues stating that there are some items in the MOU that are not in the HR Manual, and some items that are in the HR Manual that are not in the MOU. Board Chairperson Deneen asks Ms. Tranchina if she knows why some do and some don't; Ms. Tranchina advises that some Fire District Boards do not formally recognize the Union, so the Fire Fighters create the MOU, and some Fire Districts do not have a Union at all. Board Chairperson Deneen asks if the HFD Board recognizes the HFD Union; both Ms. Tranchina and Board Clerk Combs advise, "Yes."

Board Member Bigbey asks Ms. Tranchina if there are some small districts like HFD that do not have HR Manuals; Ms. Tranchina states that there are some, but it is not recommended because it leads to issues such as inconsistencies and violations of statutes.

Board Member Main advises the new Board Members that because of inconsistencies in the previous HR Policies, it created issues within the District's operations costing the District money that could have been avoided had a more detailed HR Manual been in place. He also advises them that this current HR Manual that is in the process of being created for possible implementation has already been budgeted for research/creation.

Board Member Bigbey states his concerns regarding the HR Manual and MOU, wanting to have a Workshop to make sure that everyone is "on the same page."

Board Clerk Combs asks Ms. Tranchina to give a brief summary of what each of the sections of the HR Manual cover, which she explains.

Vote to table unanimous: 5-0 approved; HR Manual tabled pending Board Workshop, to be placed on agenda for November 2015 meeting.

- C. Implementation/acceptance of entering into an agreement regarding wages, hours, and working conditions between the employer and its employees in a written Memorandum of Understanding (MOU)

Board Member Main has multiple concerns regarding the MOU, and details his specific concerns in the specific sections.

Board Member Bigbey also has concerns which he requesting to have a Workshop to discuss concerns with the Union.

Board Clerk Combs makes a motion to table pending a Workshop for discussion of concerns which the Board has; 2<sup>nd</sup> by Board Member Kooistra. Vote unanimous: 5-0 tabled for Workshop, to be placed on agenda for November 2015 meeting.

- D. Proposed plan for entering into a contract with E-one for the purchase and financing of new engine – Board Clerk Combs asks Chief McMenemy if he looked into any other vendors for this purchase; Chief states that when looking for other vendors, opportunity for bids has to be given, and advises the board that E-one is the company that most of the Fire Districts use when purchasing engines, has a GSA national contract and recommends the use of this company. Chief recommends that this item be tabled until the next meeting in November due to him not having numbers for presentation.

Board Member Kooistra makes a motion to table the purchase and financing of new engine; 2<sup>nd</sup> by Board Member Bigbey. Vote unanimous: 5-0 tabled, to be placed on agenda for November 2015 meeting.

- E. Entering into agreement for scanning and record retention services or programs –

Board Member Kooistra makes a motion to table this item; 2<sup>nd</sup> by Board Member Main

Board Member Main asks Office Manager Haynes if she has any further information to present; Ms. Haynes says that she was unable to get the information requested at the October 2015 meeting. Board Member Main clarifies that this subject is just the record retention service not the Xerox service; Ms. Haynes advises that he is correct.

Board Member Kooistra asks about the process for the scanning of the District's records; Board Clerk Combs advises that the scanned documents would be saved on a "Cloud" system for internet accessibility.

Motion modified that this item be tabled until Ms. Haynes can gather the information for presentation, at which time, it will be placed on that month's agenda.

Vote unanimous: 5-0 table until further notice

## 9. NEW BUSINESS

- F. Millette letter/request for annexation/removal from district –

Board Clerk Combs makes a motion to deny the Millettes' request to be removed from the District; 2<sup>nd</sup> by Board Member Bigbey

Board Clerk Combs advises the board that she prepared a letter of denial to the Millettes, which was read aloud to the Board Members and Community Members present (letter on file).

Board Chairperson Deneen asks if this action is a requirement by the District's board; Board Member Main answers, "Yes." Board Chairperson Deneen asks if there is another governing body that requestors would have to go to; Board Member Bigbey advises that the request must be approved by the HFD Board first, then it goes to the county level from there.

Frank Haas has comment regarding the requests stating that any approval by the Board for this request is "riding on thin ice" and doesn't want a precedence to be set where other members of the community would follow suit.

Board Clerk Combs advises the other Board Members that the information to back up the letter and the denial came from ARS 48-262.

Vote for denial unanimous: 5-0 request denied

Board Chairperson Deneen makes a motion that the letter created by Board Clerk Combs be accepted by the Governing Board for signature and distribution to the Millettes; 2<sup>nd</sup> by Board Member Kooistra. Vote unanimous: 5-0 letter accepted (all members of the Board signed the letter at the conclusion of the meeting, to be copied and mailed by Office Manager Haynes the following day)

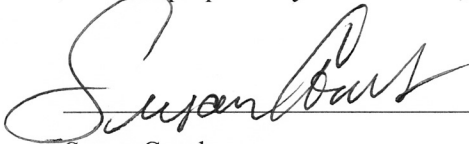
- G. Initiation of the cost/bid for the replacement of the tile floor with industrial linoleum – Direction given to Chief McMenemy to get bids/costs for replacement of the tile floor.

**COMMENTS/CONCERNS FROM COMMUNITY/EMPLOYEES/BOARD**

- None

**10. ADJOURNMENT** – Meeting adjourned at 7:56 PM

Minutes prepared by Board Clerk, Susan Combs, November 11, 2015.

  
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Susan Combs

**\*\*Anyone wishing an audio recording of this meeting may do so through the administration at the Harquahala Valley Fire District office. Audio recordings will be kept/archived and made available for a minimum of 6 months following the meeting date.**