

HARQUAHALA VALLEY FIRE DISTRICT BOARD

Minutes for Regular Meeting TUESDAY, NOVEMBER 17, 2015 6:00 PM

The Harquahala Valley Fire District Governing Board (**HBFD**) convened in a Regular Meeting on Tuesday, November 17, 2015 at 6:00 PM at Fire Station 371, 51501 W. Tonto Street, Tonopah, Arizona, 85354.

Board Chairperson, Larry Deneen 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) 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 Chairperson Larry Deneen 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

3. ROLL CALL OF BOARD MEMBERS

Roll call conducted; those present were Larry Deneen (Chairperson), 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

4. CALL TO THE PUBLIC

- Elisa Bigbey – Has questions and concerns regarding the MOU (Memorandum of Understanding) between the employees and the District. She cited that during the workshop held on Tuesday, October 17, 2015 the fire fighters were asked if they were happy with their current situation with the District, and they said, "Yes." Her biggest concern is why then, did they want or need a MOU especially since the MOU and the updated/new HR Policies have the exact same wording. She doesn't feel that a MOU is necessary.
- Andy Duncan (New Harquahala Generating Plant) – Brought to the attention of the community that the NHGP did sell to a new company called Talen, which closed November 1, 2015. He notes that Talen is a publicly traded company, and that all of their information is available online. He notes that the power plant is the largest tax paying entity in the district, and discusses the tax valuation of the Plant for the 2015 FY and the 2016 FY.

5. APPROVAL OF MINUTES:

A. Regular Meeting of October 19, 2015

Board Clerk Combs advises that the Workshop minutes from October 27, 2015 were not completed, but will hopefully be completed and archived prior to the December Regular Meeting.

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

6. FINANCIALS

A. October 2015 –

Board Clerk Combs makes a motion to accept the financials for October 2015, 2nd by Board Member Kooistra.

- Board Member Main – question regarding attorney fees for the month; Chief McMenemy confirms that the current balance/overage is a carry-over from the previous month, and is in a “catch-up” stage.
- Board Chairperson Deneen asked Chief McMenemy if there were any “red flags” that he noticed that he might want to bring to the board’s attention. Chief stated that there were not, unless the board had anything in particular that they would like to be answered.
- Board Clerk Combs notes that she likes the sheet that Chief McMenemy prepared for the board regarding the different items that currently show as overages, and where they stand for the FY’s budget. Chief advised that he would continue to prepare this same type of sheet for each month’s meeting.
- Board Member Main – question regarding CAD dispatching; Chief McMenemy notes that the CAD payment is made twice a year, it will look as if it is over until the monthly budget “catches up”.
- Board Chairperson Deneen notes that the employee medical physicals cost was lower; Chief McMenemy notes that the money is going into the budget, but only about half of the staff have completed them, thus the budget number looks as if it is under budget – opposite of some of the other line items where the payments have been made, but the budget has yet to catch up.
- Board Chairperson Deneen – question about wages: notes line item 6105 is under budget; Chief McMenemy advised that this was a result of the district being down a full time fire fighter, thus the overtime line is over budget. Chief also notes that there is also a savings from his wages due to him being deployed and not being compensated by the district. Chief also discussed the way overtime is being and will be used in order to make sure staffing levels are where they need to be.
- Board Member Bigbey asked Chief McMenemy if he has any plans of becoming a full-time employee. Chief responds that he feels that taking a full-time position with the district at this time would not be beneficial as it would cost the district more money for wages, benefits, etc. He feels that he has already and is currently accomplishing what needs to be done in his mandated 30 hours that a full-time/40 hour chief would do. Chief also notes that he doesn’t “plan on going anywhere”, that he likes the current arrangement, and feels that any other arrangement would cost the district and tax payers more money.

Vote on October 2015 Financials: unanimous 5-0; financials 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. Budget update
3. Call Count
4. Grant update
5. Captains reports
6. Miscellaneous updates
7. Floor update

8. Solar power update
9. Community Service 12 month plan update

Board Chairperson Deneen – question regarding the FDAT line on the budget (FDAT = Fire District Assessment Tax): What is it? Where does it come from? Who pays it? Why do we get it? Chief McMenemy advises that it is a secondary tax based on property value; it's a tax that the state collects, that is paid by everyone in the state (comes from property taxes). Money is sent out to districts and other entities based on population; maxes out at \$400,000/year.

Board Chairperson Deneen – question regarding “charges for services”; any connection to FDAT? There is no connection. Chief McMenemy is currently working with Daisy Mountain FD to establish a way to charge for services and payment schedule to those who do not reside in the district (i.e. freeway calls). Chief advised that when the payment schedule is completed, it will be presented to the board for ratification and implementation.

8. OLD BUSINESS

- A.** Discussion and possible action re: AOT Copier and Scanning service presentation – Vendor was not able to attend meeting, and sent a revised version of tentative contract.

Board Member Main makes a motion to table the copier/scanning service presentation until Chief McMenemy has looked further into the contract, 2nd by Board Clerk Combs.

Vote is unanimous: 5-0, item tabled until further notice.

Board Chairperson Deneen questioned where the cost for these items would come from in the budget. Renee Haynes (Office Manager) advised that the cost would come from the office supplies and equipment line items if the contract is approved.

- B.** Discussion and possible action re: Implementation/acceptance of HR policy sections 1, 2, 3, and amendment to section 4 – all members of the board have reviewed all sections, to include the amendment to section 4.

Board Member Combs makes a motion to accept and implement all sections of the HR Policy, 2nd by Board Member Kooistra.

Board Member Main discusses the potential if new administration comes in, they may change the HR Policy without the board's approval. Chief McMenemy states that the “chief” could make changes as long as it does not affect any areas of finance. Any changes that are financially based or binding must be approved by the board.

Motion amended by Board Member Combs to accept and implement the HR Policy with possible amendment for preface regarding stipulations for policy changes, 2nd by Board Chairperson Deneen.

Vote is unanimous: 5-0, HR Policy accepted, to be implemented, with possible preface to be added at a later date.

- C.** Discussion and possible action re: 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 Chairperson asks all board members if they are ready to vote on this topic as it has been on multiple agendas and tabled. He notes that the board has had multiple months to review the MOU, they participated in a workshop, and had the opportunity to ask questions of the Union members and the Chief regarding the contents, and changes were made per the request of individual board members.

Board Chairperson Deneen makes a motion that the most current draft of the MOU be approved, 2nd by Board Member Main.

Board Clerk Combs asks the members of the board and the community to take into consideration that MOU and the HR Policy consist of the same information. She reminds all parties that the MOU is a “cover all” for the employees if a new administration comes in and wants to change policy. The MOU will lock the current policy for the specified time frame where the MOU will “trump” any policy changes until the expiration of the MOU.

Vote: Board Member Main – Yes, Board Member Kooistra – No, Board Chairperson Deneen – Yes, Board Clerk Combs – Yes, Board Member Bigbey – No; 3-2 MOU has been accepted.

9. NEW BUSINESS

None scheduled

COMMENTS/CONCERNS FROM COMMUNITY/EMPLOYEES/BOARD

- Board Member Main states that he is withdrawing his request for temporary leave of absence from the board for Military deployment due to a current injury which will prevent his deployment.
- Board Clerk Combs states that she sent an email to the board members notifying them of another change of hours with her job.
- Board Member Bigbey states that he will be resigning from the board due to family and medical issues. His resignation will be addressed at the next regular meeting.

10. ADJOURNMENT – Meeting adjourned at 7:10 PM

Minutes prepared by Board Clerk, Susan Combs, December 17, 2015.

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.**