

# **HARQUAHALA VALLEY FIRE DISTRICT BOARD**

## **Minutes for Regular Meeting SATURDAY, DECEMBER 19, 2015 10:00 aM**

The Harquahala Valley Fire District Governing Board (**HBFD**) convened in a Regular Meeting on Saturday, December 19, 2015 at 10:00 AM at Fire Station 371, 51501 W. Tonto Street, Tonopah, Arizona, 85354.

Board Chairman, 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 Chairman Larry Deneen called the Meeting to order at 10:00 AM; 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 (Chairman), Susan Combs (Clerk), Stephen "Charlie" Kooistra and Charles "Chip" Main, Homer Bigbey-Absent; 4 of 5 board members present; also present: Chief Jeff McMenemy

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

- None

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

#### **A. Regular Meeting of November 17, 2015**

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

### **6. FINANCIALS**

#### **A. November 2015 –**

- Board Chairman Deneen notes that Chief McMenemy had emailed all the board members with a break down and explanation of some of the specific line items that have been topics of discussion in the past, explaining the reason for the deficits with each line item noted and how they will improve/not improve as the Fiscal Year (FY) continues.
- Board Member Main – compares items on monthly report to annual report; monthly shows overages, yet annual shows within budget. Chief McMenemy notes that most of the items in the monthly will even themselves out as the FY continues, as seen in the annual, most are below budget.
- Board Member Main asks Chief who does the scheduling of the personnel (fire fighters); response – Captain Blackman, yet Chief is keeping "close eye" on the scheduling and costs.

- Chief notes that more reserves have been hired, thus the overtime costs will continue to go down, as well looking to hire one more full-time fire fighter to bring the staffing to full at 12.
- Board Member Combs notes that for the upcoming holidays, the shift that is on duty for the holiday in the past has been relieved throughout the day for a couple hours in order to give them the opportunity to spend time with their families. Captain Dennis Blackman and Fire Fighter Tony Haugen note that this year, they are having their families come out for a couple of hours for meal(s) to celebrate with them.
- Board Member Main asks that with the hiring of more reserves, does the department have enough protective equipment to outfit these employees. Chief McMenemy advised that Captain Garcia told him that the department is doing well with the protective equipment/uniform supplies. Chief notes that another thing that is helping out our department is that some of the reserves that have been hired work full time at other fire departments, and have gotten authorization from those departments to utilize the equipment issued while on duty with HVFD. In the event any damage to that equipment occurs, HVFD would pay to replace/repair accordingly.
- Board Member Main asks about the status of the generators at both Station 371 and 372. Chief advised that they are both running appropriately, have been inspected due to the storm damage in August, and are on a preventative maintenance plan; this caused budget line items 5609 and 5615 to go over budget, specifically the inspections from the storms; Chief adds that surcharges such as “trip charge” may have been missed when these items were calculated.
- Board Member Main notes that when signing invoices, he noticed an invoice for badges. He asked Chief the reason for the purchase; was it because the design changed, or because no one had a badge. Chief McMenemy replies that the design of the badge did change, and that there were approximately 6 of the employees who had the wrong badge design or did not have a badge at all. Due to the design change, all 12 employees will be receiving new badges.
- Board Chairman Deneen inquires about two of the items Chief noted in his email regarding the budget; item numbers 6852-Shift Coverage and 5645-Fleet Maintenance E371 were mismarked, and should be reversed (copy of email attached).
- Board Chairman Deneen asks about the “pay period” in regards to the overtime usage previously mentioned. Chief McMenemy explains that a pay period is 2 weeks in length, and the numbers shown is the pay period ending November 21, 2015; the remainder of November and the beginning of December will be on the December Financials, etc.
- Board Chairman Deneen notes that the information provided in Chief McMenemy’s email were quite self explanatory, and seem to indicate that the District is moving in a positive direction.
- Chief McMenemy mentions to all the board members that if they have any question that they have for him, please let him know prior to the following board meeting and he would do his best to have answers to those questions at that next meeting.
- Board Chairman Deneen references the email Chief sent out regarding the fleet maintenance, specifically quoting that if at all possible, repairs may be made “in house”; Board Chairman Deneen asked if that was something the District can do, and/or has done in the past. Chief responds, “Yes”. Board Clerk Combs advises Board Chairman Deneen that at one point in time, the HVFD did have a full time certified mechanic on the pay roll, but since that individual’s departure from the district, the position was absorbed, and not rehired.
- Board Chairman Deneen asks the Fire Fighters on duty if there is any resentment toward the department when individuals use “other talents” to assist the District, i.e. making repairs to the station, the vehicles, the grounds, etc. Those present on duty, their general consensus

was “No,” not that they are aware of. Fire Fighter Tony Haugen states personally, he treats the fire station and all the equipment as if they were his own; if something was broken and he could fix it, he would do his best to do so. If something was out of his scope, then he would either ask someone else if they could do it, or report it to Chief to have a professional come in to complete the repairs/task. Board Chairman Deneen states that there is a real collaboration between the Chief and the Fire Fighters within their skill-sets to fix things when they can in house.

- Board Member Main asks Chief McMenemy that due to being 6 months into the Fiscal Year if he has started planning for the next FY’s budget. Chief stated that he has already started looking into the next FY’s budget, especially with the known items, i.e. salaries due to the pay scale re-implementation. Board Member Main asks that as Chief works on the next FY budget, he periodically brings items to the board at meetings so that there won’t be the same issues as the previous year where multiple meetings were held due to lots of mistakes, and inappropriate funding. Chief agreed, stating that he would make a presentation during the January 2016 meeting. Chief briefly explains the process of how the budget gets established. Board Chairman Deneen stated that he is looking into personally getting more information explaining the process by speaking with a representative from the county assessors’ office.

Board Clerk Combs makes a motion to accept the financials for November 2015, 2<sup>nd</sup> by Board Member Kooistra. Vote on November 2015 Financials: unanimous 4-0; 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

## **8. OLD BUSINESS**

None scheduled

## **9. NEW BUSINESS**

- A.** Discussion and possible action re: Acceptance of Board Member Homer Bigbey’s resignation and direction to post board member opening

Board Member Kooistra makes a motion to accept the resignation of Board Member Bigbey, 2<sup>nd</sup> by Board Chairman Deneen. Vote unanimous 4-0, resignation accepted

Board Member Main makes a motion to direct Chief McMenemy to post the open board position for two weeks (December 28, 2015 thru January 8, 2016) for letters of interest, 2<sup>nd</sup> by Board Clerk Combs. Vote unanimous 4-0, Chief directed to post accordingly.

- B.** Discussion and possible action re: Invoice review and approval process  
Board Clerk Combs makes a motion to allow the Administration/Chief to review and approve invoices under \$2500 and anything over \$2500 be reviewed and approved by two board members, 2<sup>nd</sup> by Board Member Kooistra. Vote unanimous 4-0, approved as aforementioned.
- C.** Discussion and possible action re: Room addition to Station 371 – 4<sup>th</sup> bedroom  
Chief McMenemy presented dollar figures and explanation as to how much and how a 4<sup>th</sup> bedroom would be established in the crew quarters of Station 371 (itemized detail sheet attached).  
Board Clerk Combs makes a motion to approve the addition of the 4<sup>th</sup> bedroom for Station 371, 2<sup>nd</sup> by Board Member Main. Vote unanimous 4-0, approved.  
Board Chairman Deneen asked where in the budget the funds will come from; Chief McMenemy advises that it will from the Station 371 maintenance.

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

- Board Member Kooistra asks if there has been anyone manning the South Station (St. 372); Chief said that they were periodically manning it staffing permitting. When there are 5 fire fighters on duty, 3 will man Station 371 and 2 will man Station 372 usually after 8:00 PM through 6:00 or 7:00 AM the following morning. 3 or 4 on duty will keep everyone at Station 371 with no one at Station 372. Chief mentions that as the reserves get hired on, the more Station 372 will be manned, again, staffing permitting – approximately 75% of the time.
- Board Member Kooistra asks if the generators are being run, maintained and checked regularly (i.e. monthly). Fire Fighter Tony Haugen advised that the generators have an auto start, so in the event of a power failure, they come on automatically, as well as monthly for general maintenance/upkeep.

**10. ADJOURNMENT** – Meeting adjourned at 11:04 AM

Minutes prepared by Board Clerk, Susan Combs, January 15, 2016.

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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.**