

HARQUAHALA VALLEY FIRE DISTRICT BOARD

Minutes for Special Meeting

MONDAY, JULY 27, 2015

6:00 PM

The Harquahala Valley Fire District Governing Board (**HBFD**) convened in a Special Meeting on Monday, July 27, 2015 at 6:00 pm at Fire Station 371, 51501 W. Tonto Street, Tonopah, Arizona, 85354.

Chairperson Judy Henderson 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

Chairperson Judy Henderson called the Meeting to order at 6:00 PM

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 Susan Combs (Clerk), Judy Henderson, (Chairperson), Charles Main; absent - Stacy Smith; 3 of 4 sitting Board Members present (quorum present)

4. CALL TO THE PUBLIC

- Andy Duncan (Harquahala New Generating Station) – advised the Board and the community that the HNGS has publically announced that the plant is in the process of being purchased by a new company called Talen. It is unknown as to the official completion date, but it is expected sometime prior to the end of the year (2015 physical), possibly November.

5. APPROVAL OF MINUTES:

A. Regular Meeting of June 15, 2015

B. Special Meeting of June 22, 2015

Board Clerk Combs advised Board Chairperson Henderson that she was not the responsible clerk for the meeting minutes for June 15, 2015. Board Chairperson Henderson stated that the minutes were recorded on disc and given to Office Manager Renee Haynes for archive. Board Clerk Combs stated that the transcribed minutes and a recording for the June 22, 2015 meeting had also been to Ms. Haynes for archive and are available for public viewing and copy. Board Clerk Combs also reminds Board Chairperson Henderson that it is not necessary for the meeting minutes to be approved.

6. FINANCIALS

A. June – Board Clerk Combs asks Ms. Haynes if all of the financials (June and Fiscal Year) have been reconciled; she stated yes.

Board Member Main makes a motion to approve the June Financial; 2nd by Board Clerk Combs; Vote unanimous: 3-0 approved

- B. End of the Fiscal Year 2014/2015 – Board Clerk Combs makes a motion to approve the End of the Fiscal Year Financials for 2014/2015; 2nd by Board Member Main; Vote unanimous: 3-0 approved

7. REPORTS AND CORRESPONDENCE

- A. Chair's report – Board Chairperson Henderson did not prepare a report
- B. 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.)

8. BUSINESS

- A. Acceptance of Letter of Resignation of Board Member Stacy: Board Clerk Combs makes a motion that the Letter of Resignation of Board Member Stacy Smith be accepted; 2nd by Board Member Main; Vote unanimous: 3-0 acceptance approved
- B. Quotes and possible hiring for annual fiscal audit of Fiscal Year 2014/2015 financials and Fiscal Year 2015/2016 budget – Discussion of 2 possible companies: Heidenreich & Heidenreich, PLLS at a cost of \$7,000/year or Brian Richards, CPA at a cost of \$8,500/year. Included in the discussion was the opinion of Chief McMenemy as to whom he would recommend; Heidenreich & Heidenreich were his recommendation as they are currently contracted with Daisy Mountain Fire District, and he has a working relationship with this district. Board Member Main makes a motion to hire Heidenreich & Heidenreich, PLLS based on cost of \$7,000/year and recommendation of Chief McMenemy; 2nd by Board Clerk Combs; Vote unanimous: 3-0 approved. Chief McMenemy asked to make contact with Heidenreich & Heidenreich with intent to hire their company.
- C. Approval of the Harquahala Valley Fire District budget for the Fiscal Year 2015/2016: Discussion regarding the latest budget posted – Board Member Main notes that the budget was posted in a timely manner with the corrections notated as discussed in Special Meeting on June 22, 2015. Board Clerk Combs makes a motion that the board accept the corrected/posted budget for Fiscal Year 2015/2016; 2nd by Board Member Main; Vote unanimous: 3-0 approved
- D. Implementation/acceptance of HR policy Section 4 – Benefits: Discussion regarding the process of creating and reviewing procedures of this section of the HR policy. Chief McMenemy advised the Board Members that there was a cooperative effort between himself, Brenda Tranchina (HR Specialist), and the employees. He stated that all parties involved were in agreement. Engineer Tony Haugen spoke as a representative of the employees stating that they (the employees) were all given the opportunity to review this section of the policy, and were in agreement with the information therein. Board Clerk Combs makes a motion to accept and implement HR policy Section 4 – Benefits as per the discussion and agreement of Chief McMenemy and the employees; 2nd by Board Member Main; Vote unanimous: 3-0 HR policy Section 4 – Benefits accepted and to be implemented
- E. Posting to public the need to fill two open board seats: Discussion only – Board Clerk Combs notes that Karen Gueltzow was still interested in filling the seat that Harry Thomas vacated and should be given the first seat due to having already gone through the process of gathering signatures from the community members when she was to be on the ballot for the re-call election for Mr. Thomas' seat. Board Chairperson Henderson did not agree and said that the seat should be opened to anyone in the community. Board Member Main agreed with Board Clerk Combs, but said for the sake of procedural purposes, the posting should be notated as “two open seats”, yet give Ms. Gueltzow primary consideration. No motion or vote was made; Board Chairperson Henderson stated that she was going to prepare the announcement and have it ready for posting within the week.
- F. Scheduling of meeting for possible interviews and possible appointment of Board Member(s) – Discussion by Board Members for interview(s)/appointment(s) to take place at the next Regular Meeting set for Monday, August 17, 2015.

- G. Discussion and possible approval for purchase of a new heart monitor, budget line item #5120 EMS (monitor) – this line item is budgeted (FY 2015/2016) for \$15,4442.00. The proposed monitor's unit price with a 5 year service agreement totals \$22,146.00, less the trade in of old monitor (\$5,000.00) = \$17,146.00 total price. This monitor would fulfill the electronic charting which will be required by law that is to be implemented in 2016. Thus, purchasing this unit would put the HVFD in compliance with the upcoming law requirements. Discussion amongst the Board Members were in agreeance to spend the extra money for the purchase. Board Member Main makes a motion to purchase the new heart monitor as aforementioned; 2nd by Board Clerk Combs; Vote unanimous: 3-0 approved

9. OLD BUSINESS

- A. Adoption of Board By-Laws as presented by William Whittington (district's attorney) – Discussion amongst board members renders that a review and changes are still in progress. Board Member Main makes a motion that the Board By-Laws be tabled until next meeting (August 17, 2015); 2nd by Board Clerk Combs; Vote unanimous: 3-0 tabled

Minutes prepared by Board Clerk, Susan Combs, July 27, 2015.

A handwritten signature in cursive script that reads "Susan Combs". The signature is written in black ink and is positioned above a solid horizontal line.

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.**