

# HARQUAHALA VALLEY FIRE DISTRICT BOARD

## Minutes for Regular Meeting

MONDAY, MAY 16, 2016

6:00 PM

The Harquahala Valley Fire District Governing Board (**HBFD**) convened in a Regular Meeting on Monday, May 16, 2016 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) 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

### 3. ROLL CALL OF BOARD MEMBERS

Roll call conducted; those present were Susan Combs (Clerk), Stephen "Charlie" Kooistra, Charles "Chip" Main and Leah Scott; 4 of 5 board members present – Board Chairman Larry Deneen absent; also present: Chief Jeff McMenemy

### 4. CALL TO THE PUBLIC

- None

### 5. APPROVAL OF MINUTES:

#### A. Regular Meeting of March 28, 2016

All board members present acknowledged the archive of all meeting minutes aforementioned.

Board Clerk Combs reminded board members that the board does not have to vote to approve the meeting minutes. She re-read the following from the Arizona Open Meeting Law handbook – Question #10 – "Is the public body required to approve the minutes? **Answer: "No. The open meeting law does not require the public body to approve minutes."**

### 6. FINANCIALS

#### A. April 2016

- Board Member Main notes that the Year to Date financial statement shows more numbers under budget than previously noted, with the exception of a few specific line items which have been discussed every month, for example Overtime (line item 6850).
- Chief McMenemy advised the board that he is predicting that the budget have approximately \$240,000 remaining by the end of the fiscal year.
- The only statement that was printed for the board members was the Year to Date. Office Manager Renee Haynes was asked to print and make available the reconciliations for the board members by the end of the meeting.

- Discussion occurred regarding the tentative budget for 2016/2017; a comparison from 2015/2016 versus what is tentatively being budgeted for 2016/2017.

Board Clerk Combs makes a motion to accept the financials for April 2016, 2<sup>nd</sup> by Board Member Kooistra. Vote on April 2016 Financials: unanimous 4-0; April 2016 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. Budget update
2. Call Count
3. Grant update
4. Captains reports
5. Miscellaneous updates
6. Community Service

- Board Clerk Combs asked Chief McMenemy if the documentation issues for the purchase of the new engine had been finalized with the county offices. He advised that the documentation which the county was requesting had been sent off, and that it hopefully would be completed within the week.
- Board Member Main inquires as to the reasoning behind applying for “tribal grants”. Chief McMenemy responded by saying that in order for the Tribes in Arizona to receive “12-D funding” (allowance for running their casinos), they are required by law to “donate” money back to the state, thus providing grants to public safety (fire service, DPS, etc.) to fulfill said legal requirements.
- Board Member Main asked about the process for the “red-card certifications” for wildland. Chief advised that he, Fire Fighter Tony Haugen, and Captain Troy Shepherd attended certification courses, and that they could certify anyone of our fire fighters below “engine boss” internally. Any other certifications, “engine boss” and above will need external courses for certifications. Chief adds that HFD is ready to be deployed to a wildfire if asked to supply resources.

## **8. OLD BUSINESS**

None scheduled

## **9. NEW BUSINESS**

- A.** Discussion and possible action re Chase issued Procards for wildland fire fighters to use on deployments - \$3000 limit each card. (Approval from board for the issuance of cards is necessary due to the limit of the cards above allowable \$2500 limit which can be authorized by Chief without approval of the board.)

- Chief McMenemy gave a brief explanation as to what the “Procards” are for; they are department issued credit cards that will be issued to the 3 fire fighters who are certified for wildland deployment. The Procard will be used for fuel to and from the incident site, lodging for a night on either side of deployment, and for any emergency issues that may come up (i.e. purchase tire for flat, repairs to department vehicle on deployment, etc.). Chief advised that any other funds used that could be construed as “personal”, the individual assigned to the card will be held personally liable for any and all

expenditures, reimbursing the department accordingly. Chief also notes that the legislature passed a law that the state must issue reimbursement payments for deployments within 30 days of termination of deployment. Chief has documents prepared for tracking spending, which must be turned in upon return from deployment along with appropriate receipts (system/documentation adopted from Glendale FD).

- Board Member Main asked if there will be a tracking system (i.e. contract) in place for each individual who will be assigned each card. Chief advised that he will have each individual sign a “Procard Agreement” explaining what the card is to be used for, and any “personal” expenditures they will be responsible for and will be reimbursed to the district immediately.
- Board Member Scott asked if upon return from deployment if credit card statements will be available for the board to review. Chief advised that an entire “travel packet”, which will include the statement(s), will be presented to the board for review upon return from deployment. The travel packet will also include the reimbursement costs and payments to be made from the deployment.
- Chief advised the board that only one person will be deployed at a time, thus only one card will be in use during the duration of the deployment.

Board Clerk Combs makes a motion to approve issuing the \$3000 Procards for use only on deployment for wildland call outs with understanding that upon return of deployment, documents (i.e. card statements, travel packet, etc.), be available for board review and that Chief provide copies of the agreements/contracts to be signed by employees as soon as possible also for board review, 2<sup>nd</sup> by Board Member Kooistra. Vote unanimous 4-0; Procards issuance approved.

**B. Discussion and possible action re: budget presentation and possible approval for 20 day posting.**

- Board members were asked to review Profit & Loss Budget Overview sheets comparing July 2015-June 2016 to July 2016-June 2017.
- Chief briefed the board members of the committee meeting that was held on Monday, May 9, 2016 which was comprised of himself, the Captains, Board Chairman Deneen, community member Elias Bigbey, and community business representative Joy Gomez. He notes that some line items were decreased due to comparisons from this current year the costs did not come close to what was budgeted, and some areas were increased for the needs to be implemented (i.e. wages due to approval of step increases).
- Discussion of building a new station in the future was brought up. Chief advised this subject is part of the “5 Year Plan” which he put together upon his hire.
- Board Member Main inquires as to the deletion of “pest control”. Chief advised that this item, as with multiple others, was integrated into another line item in order to reduce the redundancy within the budget outline.
- Board Member Main asked about “printing and reproduction”, and past discussion regarding possible purchase of centralized printer/copier. Chief advised that further research noted that the cost with using the stand alone printers currently in place is

cheaper than going into a lease agreement/contract, or purchase of the centralized machine; he also noted that even the cost of replacing broken/outdated equipment is less expensive.

- Board Member Main inquires about new line item 5821 – Target Safety. Chief advises that this is an online training system which will cut down the cost of outside training. He also notes that Target Safety will mainly be used for the basic EMS training and refreshers.
- Board Clerk Combs notes the deletion of the individualized/specific training under line item 5836 – Certified Fire Training. Chief advises this training has been condensed into one line item and will be dispersed to the area(s) necessary for specific training.
- Board Member Main notes he is impressed with the reduction in the budget line items, thus saving the tax payers some money, and likes that money is being put into the Capital Outlay and Contingency Funds for emergency purposes/purchase.
- Board Clerk Combs asked Joy Gomez (community business representative) her opinion of how the budget meeting went, and she stated that she had also met with Chief several times prior to the meeting, and she is overall please with what Chief put together and presented.
- Board Clerk Combs advised that she had stopped by the station and spoken to Captain Shepherd about his opinion of the budget meeting. Captain Shepherd advised that everything went well, and that he and the other captains are also in agreement with the budget overview that was presented.
- Board Member Main tells Chief of his appreciation of all the hard work that he has done with applying for the different grants to augment the district’s budget for additional equipment, or other areas associated with benefitting the district and the community.

Board Member Kooistra makes a motion to approve the 2016/2017 Budget Overview for 20 day posting, 2<sup>nd</sup> by Board Member Main; Vote unanimous 4-0; 2016/2017 Budget Overview to be posted for minimum 20 days. Any questions raised by the community will be directed to Chief McMenemy and presented at the next Regular Board Meeting or Special Meeting if necessary.

- C. Discussion and possible action re: Call of Election paperwork (Resolution #201605-01) paperwork and procedures for November 2016 election.
- Board Clerk Combs read the resolution for the General Election for 2016, noting that there are 3 vacancies that will need to be filled (Board Chairman Larry Deneen, Board Clerk Susan Combs, and Board Member Steven “Charlie” Kooistra). The resolution is to be filled out and filed with the county as notice of vacancies to be filled.

Board Member Main makes a motion to accept Resolution #201605-01 – Call of Election, 2<sup>nd</sup> by Board Member Scott; Vote unanimous 4-0, resolution accepted.

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

- None.

**10. ADJOURNMENT** – Meeting adjourned at 6:54 PM

Minutes prepared by Board Clerk, Susan Combs, May 19, 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.**