

HARQUAHALA VALLEY FIRE DISTRICT BOARD

Minutes for Regular Meeting MONDAY, AUGUST 22, 2016 6:00 PM

The Harquahala Valley Fire District Governing Board (**HBFD**) convened in a Regular Meeting on Monday, August 22, 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 6:02 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, Leah Scott and Charles "Chip" Main; 4 of 5 board members present – Board Chairman Larry Deneen absent; also present: Chief Jeff McMenemy

4. APPROVAL OF MINUTES:

A. Regular Meeting of July 18, 2016

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

5. FINANCIALS

A. July 2016

- Board Clerk Combs notes that there were charges paid to the attorney of \$270.47. She notes that an email response from Office Manager Renee Haynes said the payment was for additional reviews of the lease agreement for the purchase of the new truck.
- Board Member Kooistra questions the actual amount of funds that should be in the capital fund. Chief advised that the amount of funds in capital is approximately \$600,000+, explaining that the \$900,000+ balance shows the down payment of \$300,000 for the new truck has been added for accounting purposes until receipt of the vehicle. Further he explains that the capital had \$300,000+ in the account at the end of the Fiscal Year, \$300,000+ remained in the budget at the end of the FY, which was transferred to the capital fund, then adding the \$300,000 down payment for the truck sets the balance at \$900,000+.
- Board Clerk Combs makes note of the banking error brought to the attention of the board by Office Manager Haynes that was corrected by Chase Bank; \$100,000 Warrant was deposited into wrong account, but was transferred to correct account with no issue, and "apology" letter sent by Executive Director of bank explaining error.

Board Member Kooistra makes a motion to accept the financials for July 2016, 2nd by Board Member Main. Vote on July 2016 Financials: unanimous 4-0; July 2016 financials approved.

6. 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 when Chief was planning on beginning the hiring process for more reserve fire fighters. He said that the hiring process plans should begin sometime in September.
- Board Member Kooistra asked Chief how the Fire District was planning on identifying homes with and without smoke detectors, if he was planning on assigning shifts to specific areas of the district. Chief responded that they are currently working on a plan to assign each shift to different areas of the district to accomplish this task. If they don't have detectors, or if they do and they are not working, they fire fighters will assist to make sure the detectors are working by replacing the unit(s) or batteries.

7. EXECUTIVE SESSION

- A. Personnel Matter – Chief McMenemy Performance Review

- Board Clerk Combs notes that Chief McMenemy has signed his “24 Hour Notice” for the discussion of his Performance Review. Chief has agreed that the subject be discussed both in Executive Session and in Public Session.

Motion to convene into Executive Session to discuss the Performance Review of Chief McMenemy made by Board Member Kooistra, 2nd by Board Member Main; Vote unanimous 4-0
Public session recessed at 6:17 PM

- B. Reconvene into Public Session at 6:50 PM – Continue discussion of Chief McMenemy Performance Review.

Each board member was asked to give their personal evaluation of Chief McMenemy in the Public forum per request of Chief McMenemy.

- **Board Member Main** – He is impressed with Chief's performance regarding being able to grasp the monitoring of the budget and being able to salvage something he was not initially involved with and being able to save money for the district. He notes that he has developed a good relationship with the power plant, the employees of the Fire District and the community members. He is impressed with the networking Chief has done to assist the Fire District in tough times; example used was his ability to get a “back-up” truck from Glendale Fire District due to Engine 371 being out of service due to unrepairable engine damage. He likes the fact that Chief was able to assist the community by maintaining the tax rate with his ability to cut costs and save money with the past fiscal year's budget. He is hoping to maintain the trend of saving money, likes the fact that the District is hiring more employees and keeping them, and notes that due to his leadership it has brought stability to the Department. He expressed his thanks and appreciation.

- **Board Member Kooistra** – He reiterated the information from Board Member Main regarding the stability that he has brought to the Fire Department, the budget issues where he was able to saving money to put back into the Capital Fund and enough to purchase a new engine. He likes the fact that there is “too much money” in the Capital Fund, but understands the reasons; savings for building a new “brick and mortar” station. Overall, he likes what he sees, and expressed the good work Chief has done.
- **Board Member Scott** – As the newest member of the board, and a new member of the community, she notes the friendship between crews and Chief. She thanks Chief for being available whenever she needed information he was “on the spot”. She appreciates that as a “newbie” to the community and the board, she was accepted making her feel at home. She expressed her appreciation.
- **Board Clerk Combs** – She reiterated what everyone else has said. She states that Chief has done an “awesome job” with the budget that he had not created. She notes that in October 2015 while Chief was deployed on the National Task Force for fires in California, he did not request any money/pay from the District, notes that there are times he is present in the District over the mandated 30 hours per week, but does not claim the time over the 30 hours pay. She notes the comradery that Chief has with all the shifts and employees stating that she has heard nothing but positive feedback from everyone; if a rating from an “A to F scale” was given she would give him an “A+”. She notes that over the last year she has seen a drastic improvement not just with the board, but with the District and its employees. She appreciates the fact that when anyone has questions, employees, board members or community members, Chief tries to have answers as soon as he can. If he doesn’t have the answer, he will research utilizing his resources, and get the answer usually within 24 hours.

(10. NEW BUSINESS – C. Discussion and Possible Board Action on accepting the Fire Chief Contract renewal with any amendments if needed)

Board Clerk Combs offers Chief McMenemy continued employment for the Fiscal Year 2016-2017 with addition of 2 weeks paid vacation; stipulation on the vacation is a minimum 2 week notice be given to the board of his intentions of taking time off. Board Clerk Combs also notes that the 2 weeks do not have to be taken in conjunction with each other. Chief McMenemy accepts offer.

Board Clerk Combs makes a motion to offer Chief McMenemy an extension of his current contract/agreement with the addendum of the 2 weeks paid vacation for the 2016/2017 Fiscal Year, retro-activated back beginning July 1, 2016 through June 30, 2017. In the event the Chief’s next evaluation is not completed by the ending date, Chief will agree to continue until such time the evaluation is conducted; 2nd made by Board Member Kooistra.

Board Member Main requested that the public be allowed to comment on the discussion.

- Elisa Bigbey notes that she likes the fact that Chief McMenemy is available and cordial with her whenever they converse, and thanks the Chief for that. She requests that Office Manager Renee Haynes “be kept in the loop” because she used to be able to ask questions and Ms. Haynes would know the answers, but now she doesn’t have the answers. Other than that, she is happy with the way the district and the board has improved over the past year, and hopes it continues.
- Captain Troy Shepherd states that he would like to thank Chief McMenemy for being here for the Department. He states that he has “proven himself time and time again”. Captain Shepherd said that Chief McMenemy is a mentor and someone for

the employees to look up to, and he's always there to answer questions that need answers.

Vote on motion to continue employment of Chief McMenemy for another year: unanimous 4-0; Board Clerk Combs will type up continuation of employment agreement with the amendment/addition of 2 weeks paid vacation.

8. CALL TO THE PUBLIC

- None

9. OLD BUSINESS

None scheduled

10. NEW BUSINESS

- A. Discussion and possible action re: accepting the Fire Chief's contract renewal with any amendments if needed. (Please refer to agenda item #7-B.)

COMMENTS/CONCERNS FROM COMMUNITY/EMPLOYEES/BOARD

- None

11. ADJOURNMENT – Meeting adjourned at 7:00 PM

Minutes prepared by Board Clerk, Susan Combs, September 14, 2016.

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.**