

HARQUAHALA VALLEY FIRE DISTRICT BOARD

Minutes for Regular Meeting MONDAY, OCTOBER 17, 2016 6:00PM

The Harquahala Valley Fire District Governing Board (**HBFD**) convened in a Regular Meeting on Monday, September 26, 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 Chairman Larry Deneen called the Meeting to order at 6:01 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 (Chairman), Susan Combs (Clerk), Stephen "Charlie" Kooistra, and Leah Scott; 4 of 5 board members present – Charles "Chip" Main called – going to be late; also present: Chief Jeff McMenemy

4. CALL TO THE PUBLIC

- None

5. APPROVAL OF MINUTES:

A. Regular Meeting of September 26, 2016

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

6. FINANCIALS

A. September 2016

- Board Member Kooistra notes that the copy of "year to date" budget is dated with October 2015. Office Manager Renee Haynes apologizes stating that she printed the incorrect version of the "year to date" budget, but notes that the reconciliations are correct.
- Multiple board members stated that they were concerned with approving the financials without the "year to date" budget for comparison.

Board Clerk Combs makes a motion to table the September 2016 financials until an updated "year to date" budget is provided for comparison, 2nd by Board Member Kooistra. Vote to table the September 2016 Financials: unanimous 4-0; September 2016 financials tabled.

(Charles "Chip" Main arrived at 6:08 PM)

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

- Unforeseen cost for broken AC Unit; cost to replace old unit (approximately 12 years old) is \$5000 which Chief has check ready for two board members' signatures so the unit can be replaced as soon as possible; unit ordered day after meeting, install by end of the week. The contractor's name is Bob Hathaway with Tonopah AC, who is the contractor who installed the AC unit and did all the air work at the south station when it was put in, and services the AC units at both stations.
- Board Member Main asked where the funds for the purchase of the new AC Unit would come from; Chief responded that the funds would be coming from the station maintenance. Mr. Main asked why the funds were not being taken from the Capital Fund and Chief stated that the "station maintenance" fund was budgeted for the possibility of something like this happening, expected expense.
- Money was received for the reimbursement of Fire Fighter George Denny's first deployment to California for Wild Land (100% reimbursement), pending submission of FF Denny's second deployment.
- Reserve hiring will be delayed due to current hiring processes of larger, in city fire districts. Chief advised that if the District loses current reserves due to this hiring, he will then open up those vacant reserve positions, most likely after the first of the new year (January 2017).
- New mats were installed in the weight room. Purchased for approximately 1/3 price that a "gym" would get due to the mats being "horse mats" used for stalls; ¾ inch thick. The purchase was made at the Tractor Supply in Buckeye; received a discount for being "commercial/public service".
- Grant writing to begin soon. Chief is waiting for the information to start writing and applying for next year.
- Annual Fire Prevention BBQ scheduled for Saturday, October 29th; mailers to be mailed out within the week.
- Turkey drive upcoming in November.
- Captain Troy Shepherd addressed the board stating that the Fire Fighters' Union has received quite a few donations to help support the upcoming events such as the Turkey drive in November, and the Christmas event in December; donations from Walmart and Fry's grocery store to help support the main theme of each event.

8. OLD BUSINESS

- A. Discussion and possible action re: update on meetings discussion shared services with other fire districts. – No action needed for this as it is just a discussion and updated given by Chief McMenemy.
- Chief McMenemy updated the board regarding the integrating of “one large district”, which Harquahala Fire District is not even close to being in the realm to join due to the current tax levies, and the balanced budget which the district has been able to maintain. What other districts would consider to be beneficial by combining are not currently beneficial to HFD specifically (i.e. combined fleet, other combined resources, etc.).
 - Chief advised that some of the outlying districts have already started merging together as it is beneficial for them, but does not foresee HFD having a need to do so anytime soon.

9. NEWBUSINESS

- B. Discussion and possible action re: Posting of Notice to Public for open board seats/positions – interest to become an appointed board member effective after vacancies of current positions.
- Discussion of the process of how the appointment of the open seat will be filled
 - Notice will include requirements in order to be able to apply.
 - Those interested must be present either physically, or make arrangements for telephone interview.

Board Clerk Combs makes a motion to authorize the posting for the upcoming vacant board seats/positions, posting from November 14, 2016 through December 16, 2016; 2nd by Board Chairman Deneen. Vote unanimous 5-0, posting authorized.

- C. Discussion and possible action re: Entering into agreement with Star West Tech for EPCR charting software. \$5000/year, 5 year agreement
- Chief McMenemy advised that this agreement is for the digital charting that will be required in the near future. The monitor will be able to electronically send information regarding a patient directly to the destination.
 - Chief explained the details of the agreement and costs. He notes that this agreement is a “piggy back” off of the Glendale Fire District’s current agreement, as they are already in the process of using this system.

Board Member Kooistra makes a motion to enter in agreement with Star West Tech for the EPCR charting software at the cost of \$5000/year for 5 years, as well as authorizing the purchase of the hardware to occur at a future date, 2nd by Board Clerk Combs. Vote unanimous 5-0; approved to enter into agreement with Star West Tech.

- D. Discussion and possible action re: Entering into agreement with Brindlee Mountain Fire Apparatus for brokerage of Spartain Engine (old 371), keeping with the board’s previously approved minimum sale price (\$4000).
- Board Chairman Deneen asks why approval is needed to go into the agreement for the brokerage of “Old” Engine 371 when approval was given last meeting for Chief to do what he needed to get the engine sold. Chief advised that the approval was necessary in order to use an outside source to broker the sale, assisting the district.
 - Chief gives a brief summary of Brindlee Mountain Fire Apparatus, adding that along with the research that he has been doing, they come highly recommended for assisting with sales such as ours.

Board Clerk Combs makes a motion to enter into an agreement with Brindlee Mountain Fire Apparatus to broker sale of Old Engine 371, 2nd by Board Member Scott. Vote unanimous 5-0; approved to enter into agreement with Brindlee Mountain Fire Apparatus.

COMMENTS/CONCERNS FROM COMMUNITY/EMPLOYEES/BOARD

- None

10. ADJOURNMENT – Meeting adjourned at 6:51 PM

Minutes prepared by Board Clerk, Susan Combs, November 13, 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.**