

HARQUAHALA VALLEY FIRE DISTRICT BOARD

Minutes for Regular Meeting TUESDAY, JANUARY 17, 2017 6:00 PM

The Harquahala Valley Fire District Governing Board (**HBFD**) convened in a Regular Meeting on Tuesday, January 17, 2017 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 6:06 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), Larry Deneen, Stephen "Charlie" Kooistra, and Leah Scott; 4 of 5 board members present – Board Chairman Charles "Chip" Main advised that he would be late; also present: Chief Jeff McMenemy

4. CALL TO THE PUBLIC

- None

5. APPROVAL OF MINUTES:

A. Regular Meeting of December 16, 2016

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

6. FINANCIALS

A. November 2016 and December 2016

- Chief McMenemy answers a question that Board Member Kooistra had asked prior to the meeting regarding overtime spending. Chief explains how some of the payroll coding was inputted incorrectly. Board Member Kooistra asked Chief if the budget was "on track" regarding the payroll issues, and Chief said, "Yes."
- Board Clerk Combs asks why line items that are not used were added under the wages category into this month's statements (i.e. assistant chief, reserve captain, etc.). Office Manager Renee Haynes advised that there may have been an error with the Quick Books program and would follow up and correct if necessary prior to the next month's meeting.

Board Member Deneen made a motion to approve the November 2016 and December 2016 financials, 2nd by Board Member Scott; Vote unanimous 4-0, November 2016 and December 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. Audit Update
2. Budget update
3. Call Count
4. Grant update
5. Captains' project updates
6. Community Service
7. Truck update

- Captain Troy Shepherd gave a quick briefing of the incident/shooting that occurred on I-10 with DPS Trooper on January 12, 2017. Great response by all. Chief advised that a copy of "after action report" should be received once the investigation completed.

8. OLD BUSINESS

None scheduled

9. NEW BUSINESS

- A. Discussion and possible action: **Discussion only** about changes or possible updates to the bylaws. Any recommended changes will be presented as a resolution at the February Board Meeting.

- Chief shared a discussion he had with Board Chairman Main regarding Article 4, Section 4 where it currently states "Officers shall serve a two (2) year term and may be re-elected"; the suggestion is to change the "two (2) year term" to one (1) year term.
- Other suggestions made were to "clean up" some of the "language" used, and to detail the time frames for officer and any other appointments (i.e. start dates)
- Amendment to Article 5 adding a Section 3 – Make Up Of A Committee; example: Fire Chief, Board Chairman (or designee), (2) Union Member and (2) Community Members (residential or commercial)
- Research and reword time frame in which agenda(s) are to be made available – to board members and to public. The By-Laws currently read the agenda is to be sent out to the Board Members a week prior to the meeting, but the point made by Chief was that most of the time, agenda items do not come up until the week prior to, or even days prior to the scheduled meeting. Time frames to be discussed.
- Language regarding budget posting needs to be updated in accordance with the A.R.S.; By-Laws currently read "posted...published...no less than thirty (30) days prior to a public hearing..." whereas the A.R.S. now states twenty (20) days.
- Board Clerk Combs advised all present Board Members that they are to review the By-Laws on an individual basis, make notes, and be prepared to discuss and possibly vote on items (such as the aforementioned) at the next scheduled board meeting.

B. Discussion and possible action: **Discussion only** about timeline and process for MOU negotiations for new contract that would take effect July 1, 2017.

- Chief notes that the current MOU expires on June 30, 2017. According to the “meet and confer”, a discussion/meeting needs to be held (MOU committee) by April 2017 in order to properly notate any budgetary changes, if needed, and to discuss future and continuing considerations between labor and the District. A discussion for a time line needs to be held in order to abide by the “meet and confer” guidelines. Once a meeting has been held, the MOU to be presented to the Board for acceptance/denial by the April 2017 meeting.
- Board Member Kooistra offers to be a part of the committee/discussion group when the time comes.

C. Discussion and possible action: **Discussion only** about time the meet and confer process, discussion on if updates and changes are needed. Board members were provided copies of current document.

- Board Clerk Combs suggested that a new acknowledgement sheet be drawn up and signed by the currently seated board members to make the document as current as possible.

D. Discussion and possible action re: update and possible change in plan for payment process of new truck E371. Change from financing to paying off completely.

- Chief reminds the Board Members of the process which the board approved regarding the purchase of new Engine 371; \$300,000 down payment and finance the remaining balance of approximately \$185,000 over a 2 year time frame in order to keep the District’s Capital Reserve fund at a certain amount – approximately \$400,000. With the original approval of purchase, the District was going to get a \$10,000 pre-payment discount, which was taken away due to the County offices not assisting the District by providing appropriate documentation within a timely manner.
- Chief presented a “new plan” to the Board Members – pay the remaining balance all at once and have the truck paid in full. Currently in the Reserve Fund, there is approximately \$626,000. The suggestion presented is to pay the remaining balance of approximately \$185,000 leaving a balance of approximately \$441,000, which is above the District’s Capital Reserve “cushion”. Paying the truck off would save over \$13,000 in interest payments, thus the District would actually be coming out ahead approximately \$3000.

(*note – Board Chairman Main arrived at approximately 6:56 PM – he was briefed on discussion noted above for voting purposes.)

Board Member Deneen made a motion to pay off the new Engine 371, 2nd by Board Member Kooistra; Vote unanimous 5-0, approval to pay off the remaining balance of the new Engine 371 of approximately \$185,000 from the District’s Capital Reserve fund. Direction was given to Chief to make all arrangements for the pay off.

E. Discussion only: conference update and attendees reports

- All individuals present at the meeting who attended the AFDA conference gave brief summaries of their experience and concerns as to where the fire districts in Arizona may be heading according to the information that was put out in the classes. Chief and Board Members who attended completed the mandatory courses required by state laws.

F. Discussion and possible action re: upcoming year's regular meeting dates and times; discussion and possible action of possible change to Tuesdays if it works better for Board Members and District because of Monday holiday conflicts.

- Board Members discussed the advantages of moving the meetings from Mondays to Tuesdays due to the conflicts with holidays.

Board Chairman Main made a motion to move the regular board meetings from the 3rd Mondays of each month to the 3rd Tuesday of each month, subject to change as needed, 2nd by Board Member Kooistra; Vote unanimous 5-0 approval to move the Board Meetings to the 3rd Tuesday of each month at 6:00 PM, barring scheduling conflicts.

COMMENTS/CONCERNS FROM COMMUNITY/EMPLOYEES/BOARD

- Board Member Kooistra thanks the District for the opportunity to go to the AFDA conference in Laughlin. He stated that it has been a while since he has had to attend a conference, and he learned some new things, even though some of the information that was presented was “depressing”.
- Office Manager Haynes reminded attendees of the conference to turn in receipts for reimbursement.

10. ADJOURNMENT – Meeting adjourned at 7:17 PM

Minutes prepared by Board Clerk, Susan Combs, February 17, 2017.

Susan Combs

****Anyone wishing an audio recording of this meeting may do so through the administration at the Harquahala Valley Fire District office.**