

HARQUAHALA VALLEY FIRE DISTRICT BOARD

Minutes for Regular Meeting TUESDAY, FEBRUARY 21, 2017 6:00PM

The Harquahala Valley Fire District Governing Board (**HVFDB**) convened in a Regular Meeting on Tuesday, February 21, 2017 at 6:00 PM at Fire Station 371, 51501 W. Tonto Street, Tonopah, Arizona, 85354.

Board Chairman, Charles “Chip” Main 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 Charles “Chip” Main called the Meeting to order at 6:00PM; 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, Board Chairman Charles “Chip” Main, Susan Combs (Clerk), Larry Deneen, and Stephen “Charlie” Kooistra; Leah Scott - absent; 4 of 5 board members present; also present: Chief Jeff McMenemy

4. CALL TO THE PUBLIC

- Office Manager Renee Haynes advised the board members that the sister of Joy Gomez – representative of the Harquahala Generating Station, passed away. Suggestions for flowers, card of condolence from the District made by multiple board members in support of the family.

5. APPROVAL OF MINUTES:

A. Regular Meeting of January 17, 2017

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

6. FINANCIALS

A. January 2017

- Board Member Deneen asks Chief about line items that look like they would be over budget by the end of the Fiscal Year. Chief explains that most of the items in question are paid in bulk/quarterly, so such item expenses look to be off budget, but will be caught up and on budget progressively through the quarter. He also questions Chief why certain expenses show up in certain line items, but not in others. Chief notes that some items were placed in some line items temporarily just to show the expense and will be properly reallocated.
- Board Clerk Combs reminds Board Member Deneen that moneys budgeted can be moved from one line item to another to compensate for items being over budget; if one line item expense is not going to be needed/used, funds can be moved to another area that may end up over budget,

just as long as the “bottom line” cost does not exceed the overall budget number given by the County.

- Board Member Deneen asks about the personnel costs stating that it looks as if by the end of the Fiscal year this item will be over budget. Chief responds that some of the issues have to do with the transferring of the payroll to the “Am-Check” system and additional costs that the District has to pay in benefits. These were unforeseen expenses when the budget was put in place last Fiscal year. Also, off sets to said line items will be accommodated with the reimbursements from the wildland deployments.
- Chief notes that last Fiscal year, longevity payments were not paid out accordingly, thus said payments were made accordingly putting line item 6450 over budget.

Board Chairman Main made a motion to approve the January 2017 financials, 2nd by Board Member Deneen; Vote unanimous 4-0, January 2017 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

8. BUSINESS

- A.** Discussion and Possible Board Action re: on accepting the Annual Audit for year end 06/30/2016 as presented by Roy Hichens of Heidenreich & Heidenreich CPA’s PLLC

- Presentation given by Mr. Hichens regarding the budget year ending 6/30/2016. He stated that there were no findings by the firm in neither the financial aspect, nor the compliance aspect; he stated that everything looked good and is progressively getting better.

- B.** Discussion and Possible Action re: Paying off Brush Trucks 371 and/or 372 using funds generated from wildland deployments and/or capital reserves.

- Chief asked the board to postpone this item due to continued research

Board Clerk Combs made a motion to table Paying off Brush Trucks 371 and/or 372 pending further research on payoff costs, 2nd by Board Chairman Main; Vote unanimous 4-0 – discussion and possible action tabled until further research could be completed.

- C.** Discussion and Possible Action re: continue discussion about changes or possible updates to the by-laws. Any recommended changes will be presented at the March Board Meeting.

Discussion only of recommended changes as follows:

- 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)
- Article 4, Section 7 – look into whether or not the board has to vote to adopt the state fire code (point #11 – Assist the State Fire Marshall in the enforcement of State fire protection standards.)
- Article 4, Section 7, Point 13 – re-word where Board accepts on behalf of the District.
- 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)
- Amendment to Article 5 adding a Section 4 – Committee Officers
- Addition to Article 3, Section 1 – notate that Board Members cannot be related to HVFD employees within the 3rd degree pursuant to A.R.S. 31-481.
- Article 3, Section 2 – add in that the Clerk “or designee” will give notice.
- Article 4, Section 4 – note that when a resignation is given that it must be accepted at a meeting following the submission at either a regular or special meeting.
- Article 4, Section 5, point 5 – add “unless otherwise accepted by the majority of the board members siting example of summer relocation.
- Article 4, Section 6, point 3 – add “at minimum a letter of interest,” and “resume not necessary, but encouraged/recommended.”
- Article 4, Section 7, point 3 – add “in conjunction with the Fire Chief and committee.”
- Article 4, Section 7, points 4 and 5 – change “Determine” to “Approve ... in conjunction with the Fire Chief’s recommendation.”
- Article 4, Section 7, point 23 – reword the requirements for board training upon taking a seat on the board.
- 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 Chairman Main made a motion that a resolution be created and prepared for discussion and possible action for the next board meeting, 2nd by Board Member Deneen; Vote unanimous 4-0, resolution to be created and presented at the next regular board meeting.

- D.** Discussion and Possible Action re: Budget overview, timeline, committee make up, and general direction of budget process.
- Presentation given by Chief McMenemy as to possible pre-planning for the next Fiscal year (2017/2018) budget.

COMMENTS/CONCERNS FROM COMMUNITY/EMPLOYEES/BOARD

- None

9. ADJOURNMENT – Meeting adjourned at 7:25 PM

Minutes prepared by Board Clerk, Susan Combs, March 18, 2017.

Susan Combs

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