

HARQUAHALA VALLEY FIRE DISTRICT BOARD

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

The Harquahala Valley Fire District Governing Board (**HVFDB**) convened in a Regular Meeting on Tuesday, March 21, 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 6:00 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), Larry Deneen, Leah Scott - Board Chairman Charles "Chip" Main and Stephen "Charlie" Kooistra absent; 3 of 5 board members present; also present: Chief Jeff McMenemy

4. CALL TO THE PUBLIC

- Joy Gomez thanked the Board and the District for the gesture of cards and flowers for the passing of her sister.

5. APPROVAL OF MINUTES:

A. Regular Meeting of February 21, 2017

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

6. FINANCIALS

A. February 2017 (note – agenda said "January", Board Clerk Combs notes the discrepancy)

- Board Member Deneen asks about account 5100 – Equipment, notes that as he figures, this total should be about \$10,000 under budget and asked Chief McMenemy if this trend will continue where we have surplus monies in this category. Chief states that the trend will continue to show a surplus in this category, and his hopes are to continue to create additional surplus, thus this category will remain under budget and have additional "cash carry over" for the next fiscal year.
- Board Member Deneen asks about account 5400 – Supplies, notes that this total may be over budget by about \$2000 if nothing else changed. Chief states that the costs should remain the same, so yes, this item may be over budget, yet may be offset with surplus monies from other categories. Additionally, Chief notes that the fuel tank was just filled and additional funds deducted to show on the next month's budget.

- Board Member Deneen asks about account 5600 – Maintenance, he notes that his figures show that this area looks as if it will be substantially under budget. Chief clarifies this amount as to the maintenance of the Engine 371 being completed by Glendale Fire District due to the loaner engine. Chief did note that additional funds will be taken from this account when the new Engine 371 arrives; purchasing new some equipment and expenses to mount old equipment using new mounts. Additional funds may be used to for this as well which may be taken from the Wildland revenue to offset costs.
- Board Member Deneen asks about account 5745 – Payroll Administration, as to why the cost was so high and over budget. Chief and Office Manager Renee Haynes explain the additional charges from AmCheck and that they are currently in an investigation process as to what the extra costs are from. Chief notes that there are already letters of inquiry sent to the company. Request made to “recap/update” board at the next regular meeting as to progress of findings/outcome.
- Board Member Deneen asks about account 6850 – Overtime and the significant over budget costs. Chief explains that these costs should be incorporated into the wages of the employees, but were assigned accordingly due to overtime coding issues with the new AmCheck payroll system/software.
- Chief notes that he will try and recap the Overtime issue each meeting as this section of the budget will continue to show over until the end of the fiscal year.

Board Member Scott made a motion to approve the February 2017 financials, 2nd by Board Member Deneen; Vote unanimous 3-0, February 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
- Board Member Deneen asks who would pay for services if “joint acquisition agreements” were to be made with BVFD and/or TFD. Chief advised that each district would be responsible for their individual costs; the advantage is there would only be one “code” used by all those involved for purchases, etc. instead of each district being assigned their own code as it is now. This assists with possible discount for purchases; multi-buying power.
 - Board Member Deneen asks FF/Engineer George Denny about the process regarding the roadside trash clean up. FF/Eng Denny notes the permits needed, equipment, and dates of tentative clean up.
 - Office Manager Haynes notes that Maricopa County (roadside clean up) advised her that if community members note any items that are on the side or in the middle of the road that could be hazards to please make contact with them (the county) so they could get appropriate responders out to clean up said hazard(s).

8. BUSINESS

A. Discussion and Possible Action re: Paying off Brush Trucks 371 and/or 372 using funds generated from wildland deployments, budget surplus and/or capital reserves.

- Chief provided documents with the payoffs for each of the trucks; Br-371 payoff - \$14,031.10 and Br-372 payoff - \$18,883.01
- Chief explains the 3 ways that both trucks could be paid off; 1) Revenue from wildland deployments and sale of old Engine 371, 2) budget surplus, or 3) Capital Reserve.

Board Member Deneen made a motion to pay off Brush Trucks 371 and 372 using budget surplus funds, 2nd by Board Clerk Combs; Vote unanimous 3-0 – Chief given direction to payoff both trucks using money projected for budget surplus. Chief advised that the payment will show on the budget as coming from Capital Outlay line items (7050 and 7055), but the funds will be returned to the Capital Outlay at the end of the fiscal year.

B. Discussion and Possible Action re: Acceptance of **RESOLUTION No 201703-01 By-Laws.doc**

- Board Member Deneen notes that under Article 4, Section 7, sub-point 23 should be reworded due to the mandatory training for district board members being available online.
- Wording to be changed to “23. Must be willing to satisfy the mandatory training requirements as set forth by Arizona Law.”

Board Member Deneen made a motion to accept the resolution with one additional change as aforementioned, 2nd by Board Member Scott; Vote unanimous 3-0, resolution accepted with one additional change

C. Discussion and Possible Action re: Acknowledgement of existing Meet and Confer process for HVFD by updating signature sheet by currently sitting board members.

- Updated signature sheet signed by board members present, and Chief asked to collect signatures from those not present.

This item is an acknowledgement only; no action necessary.

COMMENTS/CONCERNS FROM COMMUNITY/EMPLOYEES/BOARD

- None

9. ADJOURNMENT – Meeting adjourned at 6:42 PM

Minutes prepared by Board Clerk, Susan Combs, April 12, 2017.

Susan Combs

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