

HARQUAHALA VALLEY FIRE DISTRICT BOARD

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

The Harquahala Valley Fire District Governing Board (**HVFDB**) convened in a Regular Meeting on Tuesday, October 17, 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, Board Clerk Susan Combs, Stephen “Charlie” Kooistra and Larry Deneen all physically present, Leah Scott present via telephone; 5 of 5 board members present; also present: Chief Jeff McMenemy

4. CALL TO THE PUBLIC

- None

5. APPROVAL OF MINUTES:

A. Regular Meeting of September 19, 2017

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

6. FINANCIALS

A. September 2017

- Board Member Deneen inquired about the Reconciliation Summary – 1010 Treasurer (Capital Res Fund) regarding the balance showing \$947,909.89. Chief advised that this is not the actual balance in the Cap. Res. Fund, that the balance is actually \$464,327.70 as the difference of \$483,582.19 was the cost of the new engine (E-371) that was purchased the previous fiscal year.
- Board Member Deneen asked if the financials with the date of 10/11/17 included all expenses inclusive to that date; Chief stated that they were. Thus the financial totals included the previous month plus the current month thru the aforementioned date.
- Board Member Deneen inquired about line item 5100 – Equipment (total), stating that the totals seem to be over the expenditure for the time frame. Chief explained that some of the expenses for this line item and others would show as being excessive as some are paid for at the beginning of the fiscal year when the budget is loaded into the District’s account, or if an emergency occurs, the line item that covers said emergency would be deducted accordingly. Chief also

explained that some line items may not decrease until the future or may not be used if not necessary. Board Member Deneen's concern mainly was why the total expenditure was over half the budgeted amount when we were only one-third through the year.

- Board Member Deneen inquired about line item 6251 regarding the PSPRS (retirement). Chief explained that the amount that was paid out to staff members who were due to a "refund" with their retirement fund due to a law suit that had been filed; the district paid out the eligible employees a lump sum payment, and until the amount of the payoff was reached, the additional costs would not be deducted from the District's budget.
- Board Member Scott inquired about the "expired stop payment" on the Chase account summary. Chief notes that the summary shows a check was entered on 12/08/2010, check number 2728, showing an expiration date of 12/08/2017, but has not been able Office Manager Renee Haynes to find out what the total of the check was and who the check was written. He stated that he would have the information for the next month's meeting.

Board Clerk Combs made a motion to approve the September 2017 financials, 2nd by Board Member Scott; Vote unanimous 5-0, September 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. Truck update – BR372
2. Budget update
3. Call Count
4. Grant update
5. Captains' project updates
6. Community Service
7. PSPRS refund update

- Chief advised that line item 6850 – Overtime-Other was added to the budget. This line item will be used for all of the Wildland reimbursements that come in from deployments.
- Board Member Kooistra asked Chief if there was a possibility to give away smoke detectors and/or fire extinguishers. Chief said that he would check into it.
- Board Member Deneen asked about the Property Tax Oversight Commission memorandum that was included in the board members' packets. Chief advised that the memorandum was for information purposes, but explained the information therein.
- Chief added that he had the information on the upcoming AFDA conference, that if anyone was interested in going to let him know.

8. BUSINESS

- A. Discussion and Possible Action re: discussion on setting up time frame for policies and procedures, Bylaws review and amendments – possibly every five (5) years for formal review.
- Board Chairman Main discussed how the policies, procedures, Bylaws, etc. were not regularly reviewed for updates or changes. He noted that there have been some policies/procedures that have been in place and not revised for multiple years which are in need of updates or changes. He suggested adding an amendment to the policies and Bylaws be added stating such reviews to take place.

- Chief was asked his opinion on the subject, and he stated that he was for the idea, but noted anything that was in immediate need of update or change would immediately be brought to the board for immediate approval.
- Board Chairman Main notes that the procedure should be in writing somewhere in policy or Bylaws so if/when new leadership is hired, it is in the duties description and must be completed accordingly.
- Board Clerk Combs suggested that if a review of every five (5) years was approved, they reviews should take place on the “zero” (0) and “five” (5) year (i.e. 2020, 2025, etc.).f

Board Chairman Main made a motion to establish a five (5) year review of policies and procedures, Bylaws review and amendments added as a duty conducted by the Chief on the “zero” (0) and “five” (5) year (i.e. 2020, 2025, etc.), 2nd by Board Member Deneen; Vote 4-1 – voting as follows:

Board Member Scott – yes

Board Clerk Combs – yes

Board Member Deneen – yes

Board Member Kooistra – no

Board Chairman Main – yes

Amendment to Chief’s duties approved for policies and procedures, and Bylaws review every five (5) years as noted above.

- B.** Discussion and Possible Action re: discussion regarding election for board officers’ time frame and procedures to be held in November or December meeting.
- Discussion only – It was noted that in the most recently approved/amended Board Bylaws in Article 4, Section 4 – Officer Elections and Terms of Office, it states “Election of Officers in a non-election year will be held on the regular December meeting and officers will assume office on January 1.

COMMENTS/CONCERNS FROM COMMUNITY/EMPLOYEES/BOARD

- NONE

9. ADJOURNMENT – Meeting adjourned at 6:42 PM

Minutes prepared by Board Clerk, Susan Combs, November 11, 2017.

Susan Combs

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