

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held April 10, 2008**

A Regular meeting of the Clarkdale Fire District Board of Directors was held on April 10, 2007 at 7:00p.m.at the Clarkdale Fire District Station #21, 895 First South Street, Clarkdale, Arizona.

Board of Directors:

Jim Elmer, Chairman

Seth Murphy, Clerk

Fred Hayman, Boardmember

Staff:

Joe Moore, Interim Fire Chief

Others Present: Jerry Wiley, Brandon Nargessi and Matthew Poe.

CALL TO ORDER. The meeting was called to order at 7:00 p.m. by Board Chairman Elmer.

ROLL CALL. All board members were present.

MINUTES – Consideration of the minutes of the regular meeting held March 13, 2008. Board Clerk Murphy moved to approve the minutes. Boardmember Hayman seconded. The motion passed unanimously.

CALL TO THE PUBLIC. None.

FINANCIAL REPORT – Discussion and consideration of the Monthly Financial Report.

Interim Fire Chief Moore reported that the District is running under budget overall. Boardmember Hayman moved to approve the financial report. Board Clerk Murphy seconded. The motion passed unanimously.

INFORMATIONAL AND OTHER REPORTS

Chairperson’s Report – A report from the Chairperson on current events. Chairman Elmer stated that the transition from Chief Eberle to Interim Chief Moore has gone well.

Fire Chief’s Report – A report from the Fire Chief on current events. Interim Fire Chief reported the following:

- On March 26th the Department surprised Chief Eberle with a cake and informal gathering for everyone to say goodbye.
- The District billed an insurance company for an out-of-district call which occurred on March 24th. The call was a make with a broken leg and the bottom of Sycamore Canyon. Since Jerome assisted we will be sending them a portion of the funds when they are received.
- The first two information packets have been given out this month.
- The District received two donations this month, \$2000 from the Lions Club and \$25 from a citizen.

- Engineer Jeff Richey has been promoted to Interim Captain and Reserve Dustin Jones has been promoted to Interim Engineer.
- District staff is meeting with Clarkdale Metals every two weeks to evaluate the progress of the project and to address any concerns.
- Captain Volk wrote and submitted a grant application to FEMA for a new fire engine to replace the current first-out engine.
- Hose testing has been started by B shift, each shift will perform tests until all hose have been tested.
- Cottonwood Fire is concerned about Knox box keys being secured and monitored. The District will need to purchase up to three Knox retention devices.
- Engine 211 was out of service for one week due to fuel problems.
- Brush Truck 211 has been put up for sale, bids are due April 18th.

Shift Reports – Written monthly reports by personnel regarding day-to-day operations. The Board reviewed the written shift reports. Chairman Elmer noted his appreciation for this information.

Activity Reports – Written monthly reports regarding calls for service. The Board reviewed the written activity reports.

Miscellaneous Reports and Correspondence –Letters, news articles & other items of interest. The Board reviewed the miscellaneous reports and correspondence.

New Business

MAINTENANCE CONTRACT – Discussion and consideration of a contract with Central Yavapai Fire District for fire apparatus maintenance and repairs. Interim Fire Chief Moore stated that the District currently contracts with the Town of Clarkdale for mechanic's services, However Central Yavapai Fire District (CYFD) has also offered their maintenance and repair services to the District. Contracting with CYFD also gives the District the option to use their services should the town mechanic is unavailable or specialized apparatus maintenance or repair is required. It was noted that there is no cost to the District unless mechanical services are requested. Board Clerk Murphy moved to approve the Intergovernmental Agreement with Central Yavapai Fire District for Fire Apparatus Maintenance and Repairs and authorize the Board Chairman and Board Clerk to sign the contract on behalf of the Clarkdale Fire District. Boardmember Hayman seconded. The motion passed unanimously.

MEETING DATE CHANGE – Discussion and consideration of changing the June regular meeting date and time. Board Clerk Murphy moved to change the regular meeting date in June to June 19, 2008. Boardmember Hayman seconded. The motion passed unanimously.

AWARD OF BID – Discussion and consideration of selecting the successful bidder, and authorizing the entering into a contract, to purchase a brush truck utilizing a Federal Emergency Management Agency (FEMA) grant. Interim Fire Chief Moore reported that on March 14th the District went out to bid for the purchase of a brush truck. The bids received did not meet bid specifications and one of the bids was much higher than the project price range. Interim Fire Chief Moore stated that he contacted vendors and found that the response was low because what the District is wanting costs more than the project price range. Therefore, Interim Chief Moore

proposes that the District do a Request for Proposals (RFP) wherein the purchase price is given up front, specifications are provided describing what the District wants and asking for proposals as to what vendors can provide for the price.

Board Clerk Murphy moved to reject all bids and to direct staff to do a Request for Proposals process. Boardmember Hayman seconded. The motion passed unanimously.

BANK ACCOUNT SIGNERS – Discussion and consideration of removing Chief Eberle and adding Interim Chief Moore as signers on the District bank accounts. Interim Fire Chief Moore stated that due to Chief Eberle leaving, the authorized signers on the District bank account need to be changed. Board Clerk Murphy made a motion to authorize the removal of Donald Eberle from the bank accounts and to add Interim Fire Chief Moore as a signer. Boardmember Hayman seconded. The motion passed unanimously.

FY 2008-2009 PRELIMINARY BUDGET – Discussion and direction to staff regarding the 2008-2009 preliminary budget. Interim Fire Chief Moore presented the following report:

The FY2008-2009 budget is being proposed based upon the following goals:

1. *To provide quality emergency services for our community by equipping our personnel with adequate equipment, apparatus, training, facilities, working conditions and reasonable salaries and benefits.*
2. *To be fiscally responsible by developing a budget that meets our service delivery objectives. To manage our financial obligations within budget and not request an increase to the current tax rate. To establish a contingency account for unforeseen expenses and provide funding for a capital reserve account to provide for future equipment needs.*
3. *To adjust the Reserve, Engineer and Captain salaries to be in step with the current averages of departments in the area. This recommendation is based upon our Salary and Benefit Survey, and its review by the Salary and Benefits Committee. The Committee felt that if salary adjustments could be made this year based upon a revised step and range salary schedule, then it would not be necessary to request adjustments to the benefits offered by the District.*
4. *The proposed budget for FY2008-2009 has been prepared assuming the District receives its full revenue allotment. An alternate budget will also be prepared using a 2% cap over the FY2007-2008 budget. This alternate budget could be used in the event one of the tax revolt initiatives is approved.*

Miscellaneous Items Affecting the Budget

- *Medical insurance premiums paid by the District will not change for 08-09, however a small increase in costs is anticipated because the coverage level for the new Chief is unknown.*
- *The Verde Valley Fire Chief's Association Training Center Assessment is expected to increase by 10%.*
- *The employer contribution rate to ASRS is decreasing from 9.6% to 9.45%.*
- *The unemployment tax rate will continue to be 2%.*
- *The employer contribution to PSPRS will remain the same per the Joinder Agreement.*

- *Expenditures will be made in 08-09 for the Brush Truck grant.*
- *Other grants applications and required District match.*
- *Increase in Worker’s Compensation Insurance.*

Discussion included the following:

- Adjusting the starting wages to be consistent with starting wages of fire departments in the Verde Valley.
- Creating a step wage schedule as is typical of fire departments with 20 steps, 2 1/2 % between steps.
- Increasing the wages for the current staff to be closer to the average wages of other fire departments in the Verde Valley.
- Changing paramedic differential pay from 10% to a flat rate of \$4,500. This is advantageous to the District because this would be a flat rate added to their pay, rather than an increase to their hourly rate, which in turn increases their overtime rate. This will result in a minimum savings of approximately \$1,083.81 in fiscal year 08-09, more in future years.
- Creating a capital improvements fund in order to set aside some funds towards the future purchase a new fire engine (the current one is due for replacement), facilities and other capital items.
- The good job staff has done in developing the budget and that the staff budget requests are fair and necessary.
- The tax rate and assessed valuation, consideration of lowering tax rate.
- Concern for taxpayers and trying to keep taxes low, without compromising service and department needs.
- Employee salary step program.
- New line items which are being created to better track expenses.
- The fact that when property values decrease the tax rate must increase to keep funding stable.

FUTURE AGENDA ITEMS – A listing of items to be placed on a future agenda. No future agenda items were listed.

ADJOURNMENT - With no further business to come before the Board, the meeting adjourned at 9:42 p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date