

**Minutes of a Special Meeting of the Board of Directors of the Clarkdale Fire District  
Meeting Held May 12, 2008**

A Special meeting of the Clarkdale Fire District Board of Directors was held on May 12, 2008 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: Vic Viarengo

**CALL TO ORDER.** The meeting was called to order at 7:05 p.m.

**ROLL CALL.** All members were present.

**MINUTES – Consideration of the minutes of the meetings held April 10 and April 30, 2008.** Clerk Murphy moved to approve the minutes for the meetings held April 10, 2008 and April 30, 2008. Boardmember Hayman seconded. The motion passed unanimously.

**CALL TO THE PUBLIC** – Mr. Viarengo, 270 Quail Run Court, stated that he is on a well and one morning he found the pump froze and the sprinkler system pump was trying to charge the lines. He noted that dirty water in his tank backed up into his house. Capt. Volk and Engineer Turner looked at his situation. He stated he was happy that they came out to his home. He has figured out how to resolve the problem.

**FINANCIAL REPORT – Discussion and consideration of the Monthly Financial Report.** Interim Fire Chief Moore reported that the finance report format had changed to show grant revenue and expenditures separately. He noted that the District is 83.3% into the budget. Overall the year-to-date expenses are 76.79%. It was noted that heating costs have gone over budget. The heater on Station #21 has been replaced to a natural gas heater which should decrease heating costs in the future. It was noted that this work was completed internally. Boardmember Hayman moved to approve the financial report. Clark 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 he appreciates all the ‘thank you’ notes which have been received by the District. He stated that he very much appreciated the District getting involved in the Relay For Life event this year. He reported that he likes seeing the educational programs and the community involvement by the District employees.

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

- History Channel Interview - A film crew from the History Channel interviewed Captain Nargessi about his experience in a 'flashover' which occurred in a live fire training exercise about three years ago. His interview, and those of the others involved, will air in May as a segment on "Shockwave", a show about near misses in the line of duty.
- Relay for Life – The District partnered with Verde Valley Ambulance and created the 'Lights and Sirens for Life' team. The team raised about \$1,700. Ellen Yates, a Town of Clarkdale employee, was the winner of our bicycle drawing. The bicycle was donated by Zoomers Bike and Gear in Cottonwood. The owners of Zoomers came to the station for the awarding of the bike and photos.
- NIMS 400 Training - This course is required of Battalion Chief and higher, however they allowed Captain level staff to attend. The class was paid for by a Yavapai County grant. Interim Chief Moore, Capt. Volk and Capt. Nargessi attended.
- Verde Valley Christian School second grade students visited the station and the Clarkdale Police Department on May 1<sup>st</sup>.
- 8<sup>th</sup> Grade Career Day - He attended the career day at Yavapai College from 11am to 1pm.
- Annual Hose Testing has been completed
- Brush Truck 211 sold for \$2005 on April 18<sup>th</sup>.
- Mountain Gate Update - Empire filed for Bankruptcy one day prior to the deadline of April 30<sup>th</sup>. The Town of Clarkdale is working on making claims against the bonds to get some of the projects completed. One of the major projects is to get the arsenic system on line by the end of the year, or they won't be able to use that well. Homeowners of the area are doing a brush clean-up in one of the washes.

**Shift Reports – Written monthly reports by personnel regarding day-to-day operations.** Chairman Elmer expressed his appreciation for the shift report information. He liked that training hours are being tracked.

**Activity Reports – Written monthly reports regarding calls for service.** It was noted that the call volume has doubled since last year.

**Miscellaneous Reports and Correspondence – Letters, news articles & other items of interest.** Chairman Elmer expressed his appreciation to the Lions Club for their sizeable donation.

## **New Business**

**FY 2008-2009 PRELIMINARY BUDGET – Discussion and consideration adopting the fiscal year 2008-2009 Preliminary Budget.** Interim Fire Chief Moore noted that the Preliminary Budget is primarily the same as the budget the Board saw at its April 30<sup>th</sup> meeting. The budget is based on reducing the tax rate from 1.6346 to 1.5823. It was noted the high likelihood that this rate is the lowest fire district rate in the state.

Board Clerk Murphy made a motion to approve the preliminary budget. 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 a Request for Proposals (RFP) was created. Fifteen vendors were contacted by telephone and each requested and received, by fax, the RFP. The RFP opening was May 6<sup>th</sup>. Interim Fire Chief Moore stated that all the vendors had a reasonable opportunity to respond, however only one proposal was received, which was from Custom Fire Apparatus, LLC. The vendor did not meet bid specifications: documentation was incomplete, the vendor does not show minimum liability insurance on the product and no exception list was included as to why criteria was not met and forms were left blank.

Interim Fire Chief Moore stated that it is in the best interest of the District to reject the one bid received and to purchase a vehicle outside of the formal competitive bid process or request for proposal process.

Boardmember Hayman moved to reject all bids. Board Clerk Murphy seconded. The motion passed unanimously.

**PURCHASE OF BRUSH TRUCK – Discussion and consideration of the purchasing process for purchasing a brush truck utilizing a Federal Emergency Management Agency (FEMA) grant and authorizing staff to enter into a purchase contract.** Interim Fire Chief Moore stated that he is requesting authorization from the Board to purchase a brush truck without using a formal bid process or RFP process. These processes have already been used unsuccessfully and all vendors had the opportunity to participate.

Chairman Elmer stated that he reviewed the processes which were done and noted that Interim Fire Chief Moore has extensive documentation of all the vendors who were contacted and that they had ample opportunity to submit proposals. Interim Fire Chief Moore shared with the Board information he had obtained from a couple of vendors who have units already built. Purchasing a truck already built would benefit the District, as it would be able to go into service this brush season.

### Discussion included:

- Paying for the delivery of the vehicle, rather than personnel picking-up the truck due to liability issues.
- The possibility of accepting the truck based on digital documentation.
- The ability to have a truck by early July.
- Staff has done everything they can do to secure a qualified truck proposal using the bid process and RFP process.

Board Clerk Murphy moved to authorize staff to:

- deviate from District policy which requires a formal bid process or RFP for purchases of this size.
- purchase a brush truck that does meet the needs of the District from a vendor that staff determines is qualified and responsible, and
- negotiate and enter into a contract for said brush truck.

Boardmember Hayman seconded. The motion passed unanimously.

**JOINT POWERS AGREEMENT – Discussion and consideration of a Joint Powers Agreement with area fire districts and municipalities for the regional use and maintenance of equipment and training facilities.** Interim Fire Chief Moore reported that the Joint Powers Agreement allows for the use and maintenance of the Verde Valley Regional Fire Training Center.

The proposed changes include:

- The addition of the first paragraph with the effective date and the parties to the agreement.
- Changing the ‘Town of Clarkdale’ to ‘Clarkdale Fire District’.
- Changing ‘Operational Committee’ to ‘Training Committee’.
- Changing the membership of the Training Committee to at least five participating agencies to four.

Board Clerk Murphy moved to approve the Joint Powers Agreement with area fire districts and municipalities for the regional use and maintenance of equipment and training facilities.

Boardmember Hayman seconded. The motion passed unanimously.

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

**ADJOURNMENT.** Without any further business before the Board, the meeting adjourned at 8:07 p.m.

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Jim Elmer, Chairman

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Date

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Seth Murphy, Clerk

\_\_\_\_\_  
Date