

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held October 9, 2008**

A Regular meeting of the Clarkdale Fire District Board of Directors was held on October 9, 2008 at 7:00 p.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, Fire Chief

Joyce Driscoll, Admin. Assistant

Others Present: Brian Parker

CALL TO ORDER. The meeting was called to order at 7:03 p.m. by Chairman Elmer.

ROLL CALL. All members were present.

CALL TO THE PUBLIC – Brian Parker introduced himself as a candidate for the Captain position.

MINUTES – **Consideration of the minutes of the meeting held September 11, 2008.** Clerk Murphy moved to approve the minutes. Boardmember Hayman seconded. The motion passed unanimously.

FINANCIAL REPORT – **Discussion and consideration of the Monthly Financial Report.** Chief Moore noted that the district is 25% into its budget year. He reviewed the income and expenses. He noted that the expenditure under health insurance reflects two months of premiums. Total expenditures are at 18.95% of the budget. Clerk Murphy moved to approve the Financial Report. Boardmember Hayman seconded. The motion passed unanimously.

INFORMATIONAL AND OTHER REPORTS

Chairperson's Report – **A report from the Chairperson on current events.** Chairman Elmer reported the following.

- He liked that the district purchased a used command vehicle, which saved money.
- He hopes that the district continues to be as frugal in the future.

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

- Mountain Gate - We are currently working with the Town and the home owners association to get the tumble weeds removed, as they are becoming a significant fire and life safety hazard.
- Grant Funding – We have received a \$11,000 grant from Yavapai County Emergency Management for new portable radios that are P25 capable, and are compliant with

narrow banding. Narrow banding will be required of all users in 2013. This is a joint grant between us and Jerome Fire. We were to receive funds for 12 radios and 3 for Jerome fire. Although we did not budget for this grant, we had \$20,000 budgeted for "Miscellaneous Grants". This grant became available to us in July, and was awarded to us the end of September.

- Computer System - We have decided to individually purchase computers and the network server and then hire Peter DeBlanc as our IT coordinator.
- Captain/Paramedic Hiring - The deadline to receive applications was Friday, September 26th. We received seven applications and have invited all applicants to test, which will be conducted on October 13th. The top three candidates will have a final interview with the Chief. The target date to fill the position is October 27th.
- Gas Pipeline Training - We are conducting a large scale training exercise with Unisource Gas the end of this month.
- Gas Incident - On September 16th we responded to a call in Lower Clarkdale. A garbage truck driver grabbed a gas meter along with the trash can with his truck, breaking the gas meter/line.
- Fire in Centerville - On September 21st we responded to a fire in the Centerville area. An outbuilding, approximately 300 square feet, was on fire. The fire was under control in less than five minutes.
- Station 22 Deed - While reviewing our files on assets, we found that we do not have the deed for St. 22. Upon further research, the process had not been completed. The Town was waiting on a release of deed restrictions from the previous owner. This is being worked on by the town, when completed and reviewed by the attorneys, the deed will be transferred and recorded with the county.

Shift Reports – Written monthly reports by personnel regarding day-to-day operations.

Chairman Elmer stated that he appreciates the updates, particularly the vehicle updates, and he is impressed with the 203 hours of training done by the staff this month. He also noted that the LAFS program is tomorrow and it was Clarkdale Fire's staff who wrote the script for their school program.

Activity Reports – Written monthly reports regarding calls for service. No discussion.

Miscellaneous Reports and Correspondence – Letters, news articles & other items of interest. No discussion.

REGULAR MEETING DATE CHANGE – Discussion and consideration of changing the regular meeting date. It was noted that it is difficult for staff to receive the bank statements and create the financial reports by the second Thursday of the month. Board Clerk Murphy moved to change the regular meeting day to the third Thursday of the month effective November 1, 2008. Boardmember Hayman seconded. The motion passed unanimously.

SERVICE FEE SCHEDULE – Discussion and consideration of a resolution setting fees for the Clarkdale Fire District. Chief Moore reported that from time to time the need will arise for the District to respond to emergency calls that are outside of the District boundaries. Since people that live and work in these areas do not contribute tax revenue to the District, the District has the right, per ARS 48-814, to seek reimbursement for its costs of providing fire and emergency medical services to these areas.

In January the Board adopted an Out of District Fee Schedule. He stated that upon review of these fees, it was discovered that the hourly rates for manpower are comparable with district costs, although there was not a rate for support personnel. This has been added in the proposed fee schedule. The district was also not charging an "initial response fee". This has been adjusted the proposed fee schedule to include a response fee per engine/brush apparatus of \$1,500 each. This is the same amount charged by Verde Valley Fire District. This \$1,500 would be the minimum charged for any type of call, i.e. fire, EMS, special duty, etc.

Discussion included the following:

- It is reasonable to charge for responses outside of the district because district tax-payers should not subsidize service to these areas.
- If the out-of-district service is provided to a district resident, the district will not charge the resident out-of-district fees.

Boardmember Hayman moved to adopt Resolution #2008-07 adopting an Out-of-District Fee Schedule for the Clarkdale Fire District. Board Clerk Murphy seconded the motion. The motion passed unanimously.

FUTURE AGENDA ITEMS – A listing of items to be placed on a future agenda. Items listed were: None.

ADJOURNMENT. With no further business before the Board, the meeting adjourned at 7:38 p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date