

**Minutes of a Regular Meeting of the Board of Directors of the Clarkdale Fire District
Meeting Held November 20, 2008**

A Regular meeting of the Clarkdale Fire District Board of Directors was held on November 20, 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

Shane Waterfield, Captain

Jeff Richey, Engineer

Matt Poe, Engineer

Others Present: Vic Viarengo, Bill Snyder, Ron Ballatore, David Ahern.

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. Vic Viarengo noted the good job firefighters did when they responded to a call at his home. He explained a situation which occurred on November 20th regarding a neighbor burning down a chicken coop without a permit. The fire department arrived and handled the situation very professionally.

MINUTES – Consideration of the minutes of the meeting held October 9, 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 33.3% into its budget year. He reviewed the income and expenses and noted that the District, as of October 31st, has received 37% of its income. He reported that the advertising and printing costs are higher than budgeted due to the advertising for the reserve and captain positions. He noted recent repair issues with the engines. Total expenditures are at 27.15% of the budget. Boardmember Hayman moved to approve the Financial Report. Clerk Murphy seconded. The motion passed unanimously. *Bill Snyder* inquired as to what the loan is for which was received from the Town of Clarkdale. It was noted that the loan was for operation costs since the District was formed before it started receiving tax revenue.

INFORMATIONAL AND OTHER REPORTS

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

- He attended a LAFS presentation at the Clarkdale-Jerome School. He stated it was 'awesome' and the District personnel and all the firefighters involved did a very good job.

- He attended a Veteran's Day program at the Cornville School. A Blackhawk flew in for the event and firefighters also participated. It was a very good event and they did a great job honoring veterans.
- He stated that he really appreciates the work that is being done with the physical fitness program and he thanked all the personnel who are participating.

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

- Mountain Gate Update – The Home Owner Association has hired a landscaping company to remove tumble weeds in the common areas and to burn them. This started 2 weeks ago and is going well.
- Grant Funding – This month he ordered 9 Motorola radios with programming software and 'smart' chargers. These will be paid for with the \$11,000 grant the District received through Yavapai County Emergency Services.
- Computers and Network – Three new computers have been ordered. They were purchased under state contract. One will be used as the server and the other two will go into the Captain's office. Instead of ordering the monitors on state contract, they were ordered from another vendor who provided a better quality monitor for the same price.
- Gas Pipeline Training – This training was cancelled.
- Assistance to the Police Department – On October 29th the District employees on duty helped the Police Department distribute a flyer in Centerville regarding a sex offender who has re-located to that area.
- Halloween – Many positive reports have been received from residents. There were approximately 1,354 trick-or-treaters. There were 6 missing children reports, all children were located within 10 minutes of their reports. It was noted that the Fire District radios have the ability to use the Town's public works channel, which is very helpful for these events.
- Talk About the Town – He attended the November 6th meeting. Most of the discussion centered around how the Town may be changing the way they do business in response to the economic downturn.
- Station 22 Deed – The deed restrictions need to be released from the previous owners. This should be completed soon.

Chief Moore introduced the District's new Captain, Shane Waterfield. Captain Waterfield stated that he came from a medium sized fire department in Utah. He was employed there nine years as a full-time firefighter. He has 15 years experience in EMS, is working on a Masters Degree. Chief Moore added that Captain Waterfield has family who live in the Phoenix area.

Shift Reports – Written monthly reports by personnel regarding day-to-day operations. Chairman Elmer inquired as to the new Mexican food restaurant is which was mentioned. It was noted that it is located on 89A. Chairman Elmer noted the high number of training hours completed by the personnel this month.

Activity Reports – Written monthly reports regarding calls for service. Chief Moore stated that the District has had 99 more calls year-to-date than it did at this time last year. Chairman Elmer stated that the fitness tracking form is exceptional. Boardmember Hayman noted that there have been numerous mechanical repairs made to the engines and water tenders

this month. Chief Moore reviewed these mechanical issues with the Board. The age of the equipment was noted.

Miscellaneous Reports and Correspondence – Letters, news articles & other items of interest. Chairman Elmer was appreciative of the thank you letters received and newspaper articles written this month.

RECOGNITION OF OUTGOING MEMBER – Discussion and recognition of Fred Hayman as an outgoing member of the Board of Directors. Chief Moore presented Boardmember Hayman with a plaque. He noted that he was one of the formation committee members and that he has been instrumental in increasing the level of emergency services in Clarkdale.

RECOGNITION OF NEW MEMBERS – Discussion and recognition of new members of the board taking office on December 1st. Chairman Elmer stated that the District had its first election November 4th. The unofficial election results show the successful candidates as being Seth Murphy, Ron Ballatore, Bill Snyder, David Ahern and himself. He stated that December 18th will be the first meeting the new members will be in office. He thanked all of those who ran in the election. Chairman Elmer stated that they have volunteered for more than a monthly meeting, they have stepped-up and made a commitment to perform a vital role in the community. They will have a responsibility to make good fiscal decisions which are unbiased and balanced based on logic rather than any personal agenda. He noted that he does not have any worries about any of the new boardmembers, he feels they have all genuinely decided to run in the election to serve their community. He stated that boardmembers will be working with people having opposing views. Even with a three-member board there have been issues upon which they all did not agree, now there will be five members on the board. He advised board members to make decisions for the public good and to consider what serves the most people when making decisions. Chief Elmer stated that board decisions are made as a group, and even though a member may disagree with a decision, they should support the decision of the group after it is made. He observed that there will be outside influences on board members. Persons will come to you and give you their opinions; usually this is a good thing because people are taking an interest and being involved citizens, however board members must insure that these influences do not change your good judgment.

Chairman Elmer outlined the following responsibilities of a board member:

- **Service.** Serving in this capacity is probably not as simple as it seems. There are a lot of responsibilities that go with the territory. These vary from legal to moral decisions, participation, and using good judgment.
- **Attendance.** People will depend on you to be at meetings, to get training and to read your meeting packets. People will depend on you to get informed in every way possible and make good decisions. You need to do your reading and research before meeting time. This is a time to make decisions and not a time to be reading issues for the first time.
- **Get Involved.** An informed board member must attend some events to truly have the picture. You should occasionally see a public education program, attend a department function such as an awards ceremony, picnic, training, etc. Attend AFDA conferences for educational opportunities. Become a certified board member through AFDA. Be responsible for your scheduling of all attendance and training.

- Other Responsibilities:
 - To put good people in place to accomplish our mission.
 - To employees and their families for a living, competitive wage
 - To provide a safe environment by providing the tools to do the job.
 - To get educated before making decisions.We must show confidence in our people by letting them use *their* judgment to do their work.

- Things we do provide:
 - Fiscal responsibility to the public for tax levy rates and budget use.
 - General guidance for our staff through the Chief.
 - Application of logic in decision-making.
 - Life skills as individuals to create a diverse group that can solve problems.
 - Evaluations and planning guidance for the Fire Chief.

- Things we do not provide:
 - Micro management of daily activities.
 - Audience or individual direction for District employees.
 - Any supervision at emergency scenes.

Chairman Elmer encouraged board members to attend the AFDA conference in January. He distributed a report he gave to the Fire Chief regarding what he learned from the AFDA conference held in July 2007.

SPECIAL MEETING DATE – Discussion and consideration of holding a special meeting in November for the approval of the canvass of election. Chief Moore stated that a special meeting is needed on November 24th to canvass the election. This will be the date the final election results are available from Yavapai County and the last day for the canvass of election to be approved according to state statute. The consensus of the Boardmembers was to held the meeting on November 24th at 5:30 p.m.

BY-LAWS AMENDMENT – Discussion of a proposal to make amendments to the By-Laws of the Clarkdale Fire District. Chief Moore explained that now that the District will have a five member Board of Directors, portions of the By-Laws need to be revised. The By-Laws require a meeting to elect the Chairman and Clerk within five days after the canvass of election. This year, the canvass of election by the Yavapai County Board of Supervisors is taking place November 21st. Five days later is November 26th, before the new board even has the authority to make decisions. It is typical for Fire District Boards to elect their Chairperson and Clerk at the regular meeting in December. Therefore, staff proposes changing the By-Laws to state that the Chairperson and Clerk will be elected at the first meeting held in December.

Chief Moore stated that the By-Laws define a quorum of the Board as two members. A quorum is defined by law as a majority; with a five-member board this would be three members. Staff recommends changes to both the definition of a quorum and how many boardmembers are required to vote in order to remove a board officer.

This item will be on the December agenda for consideration.

LEASE PURCHASE AGREEMENT – Discussion and consideration of a lease purchase agreement with Commercial Fitness Superstore for fitness equipment. Chief Moore shared the following staff report:

This fiscal year's budget includes \$1,600 for a new treadmill. The treadmill the district had was a 'home' model that broke. When it was working, it was inadequate for the district's needs.

When Engineer Poe started looking for good quality treadmills which would meet the District's needs, he found that they cost far more than the amount budgeted. After much investigation we identified the treadmill that would be durable and do the job for the price of \$5,294.28.

We feel that it would be better to use the \$1,600 towards a lease-purchase for a commercial grade treadmill rather than an inexpensive treadmill with a short life-span.

We are requesting that the board authorize a 12 month lease purchase with Commercial Fitness Superstore. The down payment would be \$1,600 and the next and final payment of \$4,161.36 would be due in 12 months. The total price with the lease will be \$5,761.36, which is \$467 more than the cash price.

Chairperson Elmer stated that it is ridiculous to keep throwing away money on the cheaper models because they do not last. It is his experience that the commercial grade ones last and it is the. He stated that the District requires physical fitness and needs to provide this equipment. He added that it is a reasonable proposal.

Boardmember Hayman noted maintenance issues with apparatus and stated that he felt that the priority for District dollars is putting them into these vehicles. He stated that the firefighters have enough area to run around the station and there are fields at the school which could be utilized.

Clerk Murphy stated that there are definitely advantages to having commercial grade equipment. He stated that he would much rather have the firefighters working out indoors because often the public perception is that they are not working or doing what they are supposed to be doing. Not a lot of people understand that the District requires firefighters to be in good shape and allows them to do physical fitness while on duty. He also noted past experiences with sub-standard, home grade equipment and that injuries may occur as a result.

Boardmember Hayman stated that he does not feel there is a negative public perception regarding firefighters exercising outside.

Engineer Poe stated that on an annual basis firefighters are required to pass a stress test on a treadmill, called the Davis Test, in order to retain their job. He stated that personal, home-use treadmills were not capable of the elevation and speeds required for the Davis Test. The Davis Test cannot be recreated without a treadmill.

Chairman Elmer stated that this is no different than having a flat tire, it has to be fixed. This is also needed equipment. He has received calls from citizens who question the physical training firefighters are doing outside.

Clerk Murphy moved to approve the lease with Municipal Asset Management for the lease of a commercial-grade treadmill. Chairman Elmer seconded. The motion passed with Chairman Elmer and Clerk Murphy voting in favor of the motion and Boardmember Hayman voting against.

EVALUATION OF THE FIRE CHIEF – Performance evaluation of the Fire Chief. Without objection the board adjourned into executive session at 8:30 p.m. At 9:20 p.m. the board came out of executive session and re-convened the meeting.

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 9:24 p.m.

Jim Elmer, Chairman

Date

Seth Murphy, Clerk

Date