

Montezuma Rimrock Fire District



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MINUTES OF A REGULAR MEETING OF THE MONTEZUMA-RIMROCK FIRE DISTRICT GOVERNING BOARD MEETING HELD January 21, 2016

Pursuant to notice, a regular meeting of the Montezuma Rimrock Fire District was called to order at 6:00 pm on Thursday, January 21, 2016.

Present: Carol Keeton - Chairperson; Robert Satran – Clerk; Jerry Taylor – Board Member; Jane Harrington – Board Member; Lou Lane – Board Member;

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Administrative Accounts Assistant; Cory Ipson – Captain; Kyle Mathews – Engineer; Keith Kennedy – Firefighter

Others Present: Keith Arment; Sandy Dragman; Walter Staub; Aryssa Carvalho

Pledge of Allegiance: Salute to the flag of the United States of America and Moment of Silence to Honor all American Men and Women in service to our Country, Firefighters, and Police Officers led by Carol Keeton.

Call to the Public: Presentation to the firefighters by Robyn Cook and Misty Weatherford for their support. Retired Fire Chief Walter Staub thanked the fire district for their help within the community.

5) Approval of Minutes: Board Member Taylor made a motion to approve the Minutes from the Regular Meeting on December 17, 2015. Board Member Harrington seconded. Motion passed unanimously.

6A) Fire Chief's Report:

Chief Keller updated the Board on:

Station Remodel Update

Hydrant Update

Reserve Testing 1/9/2016 – Final Orientation, now covering shifts

Bonnie Reay retirement January 27, 2016 at 10:00 am

Fire Act Grant Applications

AFDA update

Operational Shared Service Report

6B) Employee of the Month: Chief Keller awarded the Employee of the Month to Firefighter Reay for her contributions to the fire district and community for the past 36 years.

6C) Operational Report: Captain Cory Ipson presented the Board with the calls and various training for the month of December.

6D) Administrative/Financial Report: Ms. Cook presented the Board with the monthly financial reports for December, the ambulance revenue report, the comparison with this budget years expenses versus last years.

7) Approving December 2015 Financial Reports: Board Member Taylor made a motion to approve the financial reports for December 2015. Board Member Harrington seconded. Motion passed unanimously.

8) Update from the Share Services Sub-Committee of the Greater Verde Valley meeting held on January 7, 2016: Chief Keller stated that the consensus of the sub-committee was to have the Verde Valley Fire Chief's Association discuss ideas and bring them back to the Shared Service Committee. He stated that they will now have quarterly meetings.

9) Discussion, possible action or staff direction on Chief Keller's yearly evaluation and process: After a brief discussion the Board consensus was to do individual evaluations and turn them in to Chairperson Keeton. They will present the Chief with his evaluation at the next Board Meeting.

10) Discussion, possible action or staff direction on approving Addendum B to the Operations IGA with Camp Verde Fire District: Chief Keller presented the Addendum B to the Operations IGA with Camp Verde Fire District, he stated that the changes include the 2/3 – 1/3 split for the shared BC positions.

11) Discussion, possible action or staff direction on approving the purchasing IGA with Central Yavapai Fire District: Chief Keller informed the Board that there could potentially be cost saving opportunities to purchase big ticket items through Central Yavapai Fire District's warehouse. He stated that they will not be warehousing items that have expiration dates.

Chief Keller informed the Board that there is no cost to the District by approving the IGA. He stated that the only cost that will be incurred is a 5% surcharge added to each order placed.

Board Member Taylor made a motion to approve the purchasing IGA with Central Yavapai Fire District. Board Member Lane seconded. Motion passed unanimously.

12) Discussion, possible action or staff direction on approving changes to the following Human Resource Policies:

a. Paid Time Off (PTO) - Ms. Cook stated that the changes in the policy include limiting time off to one person at a time and at a first come first serve basis.

Board Member Taylor made a motion to approve the policy changes to the Human Resource PTO Policy. Clerk Satran seconded. Motion passed unanimously.

b. Holidays – Ms. Cook stated that the changes in the policy include the line personnel to receive 8 hours at overtime rate for working the holiday and 8 hours straight pay for those not working. The policy also states that administrative, support and non-shift personnel will receive holiday pay in lieu of working.

Board Member Taylor made a motion to approve the policy changes to the Human Resource Holiday Policy. Board Member Harrington seconded. Motion passed unanimously.

13) Discussion and possible action or staff direction on approving Board Member Lou Lane as an authorized signer on all bank accounts: Board Member Taylor made a motion to approve Board Member Lou Lane as an authorized signer on all bank accounts. Clerk Satran seconded. Motion passed unanimously.

14) Discussion, possible action or staff direction on holding a joint Board retreat with Camp Verde Fire District to review and discuss the current status of both organizations working together, and whether to explore pursuing the possibility of creating a single entity from the two districts: Chief Keller asked the Board if they were interested in holding a joint Board Retreat with Camp Verde Fire District to review and discuss the current status of both

organizations working together, and whether to explore pursuing the possibility of creating a single entity from the two districts.

Chief Keller explained to the Board the benefits of a Joint Powers Authority (JPA). He stated that both agencies will be able to keep collecting FDAT and MRFD will be able to continue receiving revenue from the Tax Override.

Board Member Taylor made a motion to hold a joint Board retreat with Camp Verde Fire District to review and discuss the current status of both organizations working together, and whether to explore pursuing the possibility of creating a single entity from the two districts. Clerk Satran seconded. Motion passed unanimously.

15) Discussion, possible action or staff direction to approve purchasing a gurney for the new ambulance from Stryker: Chief Keller informed the Board that they need to purchase a gurney for the new ambulance. They are requesting to purchase the gurney from Stryker in the amount of \$18,643.81.

Board Member Taylor made a motion to approve purchasing a gurney for the new ambulance from Stryker in the amount of \$18,643.81. Board Member Lane seconded. Motion passed unanimously.

16) Discussion, possible action or staff direction to approve either the repair of A-712 or surplus and disposal of same: Chief Keller informed the Board that the motor blew up in A-712. He stated that a new motor could cost as much as \$15,000.00 and at this point A-712 isn't worth fixing.

Chairperson Keeton stated that we should cut our losses and dispose of A-712.

Board Member Taylor made a motion to dispose of A-712 as Chief sees fit. Board Member Lane seconded. Motion passed unanimously.

17) Future Agenda Items:

Discuss changing Board Meeting time.

18) Adjournment: Board Member Taylor made a motion to adjourn the Regular Meeting at 8:04pm. Board Member Lane seconded. Motion passed unanimously.

Robert Satran - Clerk