



Golden Valley Fire District

3327 N. Mayer Road, Golden Valley, Arizona 86413

(928) 565-3479 · Fax: (928) 565-3223

www.goldenvalleyfire.org



MINUTES OF REGULAR MEETING OF THE GOLDEN VALLEY FIRE DISTRICT GOVERNING BOARD

The Governing Board of the Golden Valley Fire District met in regular session on **January 21, 2015 at 6:00 p.m.** The meeting was held at the Golden Valley Fire District Public Safety Training Center, located at 423 South Colorado Road, Golden Valley, AZ 86413. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. §38-431.03(A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board members or other participants may attend by telephonic conference. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

MINUTES

1. CALL TO ORDER.

- Director Gorham called the meeting to order at approximately 6:00 p.m.

2. ROLL CALL OF BOARD MEMBERS.

- Director Rhonda Brooks, Director Mark Vanik; Clerk, Director Paul Gorham; Chairman, Director Jack Hommel, and Director Steven Robinson were in attendance.

3. PLEDGE OF ALLEGIANCE.

- The Pledge of Allegiance was recited.

4. CALL TO THE PUBLIC. *Consideration and discussion of comments and complaints from the public. Those wishing to address the Golden Valley Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion or legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public that is not on the Agenda due to restrictions of the Open Meeting Law.*

- Chris Simpson from the Local 4191 expressed interest in having a relationship with Golden Valley Fire District, Administration, and the Directors. Mr. Simpson requested to the Board of Directors that a "work-group" be placed on the Agenda. Director Gorham advised Administration to place this matter on the February 2015 Agenda.
- Sandy Hummell wanted to know if Chief O'Donohue is the Administrator for Golden Valley Fire District. Ms. Hummell noted she had several questions pertaining to financial inquiries and would like this topic placed on the Agenda. Director Gorham advised Administration to place this matter on the February 2015 Agenda.
- Lloyd Crouse noted that there will be a new bulletin board placed at the Outpost and if anyone has interest in having items posted there to contact him.
- Eva Will wanted to know if there was a C.P.A. doing the bookkeeping. Director Gorham advised that would be addressed at the next meeting.

5. CONSENT AGENDA - APPROVAL OF MINUTES.

A. Regular Meeting of December 17, 2014

- Director Brooks requested that the minutes be revised to reflect that she asked for the I-40 Incident to be placed on the January Agenda. Director Gorham noted that the December 17, 2014 Minutes for approval are not included within the Consent Agenda. The Board of Directors voted by consensus to modify the minutes. Motion carried, unanimously.

B. Regular Meeting of December 17, 2014 ~ Executive Session; Item 7 A

- Director Robinson motioned to approve the Executive Session Minutes; Item 7A for December 17, 2014. Director Hommel 2nd. Director Robinson, Director Hommel, Director Gorham and Director Vanik voted "Aye." Director Brooks abstained. Motion carried.

C. Regular Meeting of December 17, 2014 ~ Executive Session; Item 7 B

- Director Gorham noted that this item was not within the Executive Session, this item is no action as it was included in the regular minutes.

D. Regular Meeting of December 17, 2014 ~ Executive Session; Item 7 C

- Director Robinson motioned to approve the Executive Session minutes; Item 7 C for December 17, 2014. Director Vanik 2nd. Director Robinson, Director Vanik, Director Gorham, and Director Hommel motioned “Aye.” Director Brooks abstained. Motion carried.

E. Regular Meeting of December 17, 2014 ~ *Executive Session; Item 7 D*

- Director Robinson motioned to approve the Executive Session minutes; Item 7 D for December 17, 2014. Director Vanik 2nd. All members present in favor. Motion carried, unanimously.

F. Regular Meeting of December 17, 2014 ~ *Executive Session; Item 7 E*

- Director Robinson motioned to approve the Executive Session minutes; Item 7 E for December 17, 2014. Director Vanik 2nd. All members present in favor. Motion carried, unanimously.

6. REPORTS AND CORRESPONDENCE.

A. December 2014 Financial Report. *The financial report is to be reviewed and approved by the Board. (Administration)*

- Ms. Christensen reported for the month of December for the Warrant Account the Beginning balance was \$1,837,981.19, the Cleared balance was \$1,700,889.16 and the Register balance as of December 31, 2014 was \$1,650,152.8. Ms. Christensen reported for the month of December for the National Bank Account the Beginning balance was \$133,004.21, the Cleared balance was \$125,825.02 and the Register balance as of December 31, 2014 was \$122,510.10. Director Brooks wanted to know if these reports were the ones the Board was to approve and noted that she would not approve these reports. Director Gorham stated it is a Board action. Director Brooks noted that check #7301 to Scott Miller indicated a rent payment. Director Brooks noted that she believes that rent isn't supposed to begin until April and Chief O'Donohue stated, “We will go back and take a look at that.” Director Brooks asked about check #7304 to Steven Robinson for \$65.19, stating “what is that for a Board Member?” Chief O'Donohue noted that Director Robinson submitted receipts for reimbursement and a check was cut. Director Brooks asked, “Who authorized that?” Director Robinson replied, “We did, as a Board.” Chief O'Donohue advised the Board and public this was for the Candidate Forum. Director Brooks asked Chief O'Donohue, “Were any of those items required by law of a Board Member?” Chief O'Donohue replied, “Not that I am aware of.” Director Hommel suggested this topic be taken into Executive Session. Director Gorham and Director Brooks agreed. Director Brooks asked about check #2511, stating it is on the “statement” but not the “reconciliation.” Director Brooks stated, “That's all the questions I have and nice job.” Director Gorham asked staff to respond to that question. Ms. Christensen responded, “Check 2511 was to the Union, but I'd have to see exactly what happened.” Director Brooks replied, “Thank you.”

B. December 2014 Operational Report. (Administration)

- Chief O'Donohue reported for the month of December there were 7 Fire Incidents, 145 Emergency Medical Incidents, 1 Hazardous Material Incident, 46 Service Calls, 10 Good Intent Calls, and 6 False Alarm Calls.

C. Fire Chief's Report. *The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is described in detail. Therefore, action taken as a result of the Chief's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. (A.R.S. 38-431.02.K.)*

1. Fire District properties

- a) Station 12 maintenance/repairs – cleaning and caulking and minor repairs- In progress
- b) Station 12- cleared property and cleaned grounds

2. Assistant Chief Yeager – monthly review

- Assistant Chief Yeager reported on the last months' activities as follows:
 - a) Selected personnel to sit on internal safety committee, first meeting and station inspection at Fire Station #11 -January 28, 2015
 - b) SCBA inventory and maintenance-in progress
 - c) Ebola- training, each apparatus equipped with response kits and training provided to all personnel for response,
 - d) BLM- lease agreement renewal- in progress
 - e) Employee evaluations- in progress
 - f) Personnel matters- in progress

- g) Annual hose testing – Completed, repairs in progress
- h) Evaluating – Firefighter/Engineer testing process- preparing for testing to establish hiring list's
- Meetings attended:
 - a) Mohave County Fire Officers- Bullhead City
 - b) Mohave County LEPC- Kingman
 - c) Mohave County Hazardous Materials Sub-Committee

3. *Incidents and items of note / Thank you*

- Represented the Mohave County Fire Officers' Association at the Annual Drive Hammered, Get Nailed radio broadcast on KFLG radio. This event highlighted the importance of selecting a designated driver always while Craig Powers drank on the radio to demonstrate how much drinking affected his senses and how fast he reached the legal limit.
- Attended the KFLG radio program law enforcement appreciation day to thank our DPS, MCSO, KPD and all other officers for the job they do keeping us safe every day.
- Attended as a guest at the Kingman Moose Lodge where the Supreme Governor invited emergency services dignitaries from the area, also including Sheriff Jim McCabe and Fire Chief Joe Jackson. We were provided with another box of Tommy Moose to give to children
- Attended the Arizona Ambulance Association conference January 14th & 15th in Laughlin
- Attended the Arizona Fire District Association conference January 16th & 17th in Laughlin
- Assisted Arizona City Fire District with the selection of their new Fire Chief January 20th & 21st in Casa Grande

4. *Anniversaries*

- Justin Ramos – 2013
- John Southerland – 2011
- Chris Beckes – 2011
- Bryon Kimber – 2012
- ~End of Chief's Report~
- D. Letter from Steve Mitchell ~ Thank You; Public Safety Training Center / Home Town Meeting 12/1/2014. (Administration)
 - Director Vanik read the letter aloud, no action.
- E. Letter from United Blood Services; Paul Milakeve ~ Thank You; hosting of blood drive 12/12/14. (Administration)
 - Director Vanik read the letter aloud, no action.
- F. Letter from Curt Hardy ~ Complaint/Concern Letter; Board Member Steven Robinson and Board Member Jack Hommel. (Administration)
 - Director Vanik read the letter aloud, no action.

7. **VOTE TO GO INTO EXECUTIVE SESSION.**

- A. Board of Directors may vote to go into Executive Session pursuant to A.R.S. §38-431.03(A)(1) for a personnel matter and A.R.S. §38-431.03(A)(3) for legal advice and A.R.S. §38-431.03(A)(4) to give direction to legal counsel re: Review of Board Directive regarding records request to Director Brooks and District email(s)/account. (Robinson)
- B. Board of Directors may vote to go into Executive Session pursuant to A.R.S. §38-431.03(A)(1) for a personnel matter and A.R.S. §38-431.03(A)(3) for legal advice and A.R.S. §38-431.03(A)(4) to give direction to legal counsel re: Review of Chief O'Donohue's history as the Fire Chief and Administrator for Golden Valley Fire District, with a review of the handling of recent personnel matters. (Hommel)
 - Director Robinson motioned to go into Executive Session under (A1) (A3) (A4) for Items 7 A & B and Item 6 A & F. Director Brooks 2nd. All members present in favor. Motion carried, unanimously.
 - Executive Session began at approximately 6:23 p.m.
 - Public Session reconvened at approximately 8:26 p.m.

8. **BUSINESS.**

- A. Discussion and possible action re: records request to Director Rhonda Brooks and District email(s)/account. (Robinson)

- Director Hommel motioned to proceed as indicated in Executive Session to the Attorney, Director Vanik 2nd. Director Hommel, Director Vanik, Director Gorham voted "Aye." Director Robinson voted "Nay." Director Brooks abstained. Motion carried.
- B. Discussion and possible action re: Review of Chief O'Donohue's history as the Fire Chief and Administrator for Golden Valley Fire District, with a review of the handling of recent personnel matters and action in regards to the same. (Hommel)
- Director Robinson motioned to take no action, Director Hommel 2nd. All members present in favor. Motion carried, unanimously.
- C. Discussion and possible action re: Golden Valley Fire District Employee Health Insurance coverage, presentation from Genrose Insurance, cost and evaluation of coverages for employees, possible selection of new insurance coverage for an effective date of March 1, 2015. (Administration)
- Michael Monteleone from Genrose Insurance gave a brief overview to the Board of Directors the Blue Cross Blue Shield "GOLD" plan for consideration to be effective March 1, 2015. Mr. Monteleone reviewed with the Board of Directors the Dental and Vision plan to be under Delta. Ms. Christensen stated the current insurance plan approximately costs the District \$23,000-\$24,000 monthly and that there is a renewal offer currently for Aetna with a 6% increase to the District and Mr. Monteleone stated the BCBS with Delta would be approximately \$20,000-\$23,000. Mr. Monteleone stated the final figures would be in upon all applications submitted. Director Gorham stated he would like to visit the renewal for BCBS once the year is up and view the rate increase or decrease and approve, but not go through the process of changing insurance if the District can help that. Director Robinson motioned to accept the BCBS and DELTA plans as presented, Director Hommel 2nd. All members present in favor. Motion carried, unanimously.
- D. Discussion and possible action re: Overview of the process used in personnel matters for public entities. (Whittington)
- Item Tabled.
- E. Discussion and possible action re: revision of the fee schedule for the Public Safety Training Center and Classroom at Station 12/Egar Rd, pertaining to Article 84 in the Golden Valley Fire District Policy Manual. (Robinson)
- Item Tabled.
- F. Discussion and possible action re: FY 2013-2014 Financial Preliminary Audit/draft report. (Brooks)
- No Action.
- G. Discussion and possible action re: Authorizing an Audit of the District's Financials for FY 2011-2014. (Gorham)
- No Action.
- H. Discussion and possible action re: Management and Operations of the District's Finance Office; possible contract with ADP and/or software. (Gorham)
- No Action.
- I. Discussion and possible action re: Review and status of CON (Certificate of Necessity) including monies spent to date. (Hommel)
- Director Hommel wanted to know YTD what has been spent towards the CON. Director Gorham advised, approximately \$578,000. No Action.
- J. Discussion and possible action re: Consideration of changing Article 20, 21 and 22 of the Golden Valley Fire District's Policy Manual relating to Corrective Action / Disciplinary process, Disciplinary Appeals, and Grievance Rights, to the previous policies used. (Vanik)
- Item Tabled.
- K. Discussion and possible action re: Posting of "Draft" Minutes, Board By-Laws regarding Minutes and postings. (Gorham)
- Director Hommel motioned to have the "draft" minutes on the website within 3 working days from a meeting, Director Brooks 2nd. Director Hommel, Director Brooks, Director Robinson voted "Aye." Director Gorham and Director Vanik voted "Nay." Motion carried.
- L. Discussion and possible action re: Timely posting of draft meeting minutes. (Brooks)
- Item L was done with Item K.
- M. Discussion and possible action re: Update by Construction Committee re: Status of Administration Office. (Brooks)

- No Action.

N. Discussion and possible action re: Incident on November 15, 2014; rollover accident, Interstate-40 at MP-47. (Brooks)

- Director Brooks suggested that Chief O'Donohue should be at minimum an EMT in order to be able to medically assist people. Chief O'Donohue provided clarification as to what a First Responder means, noting that there are two types of First Responders. Chief O'Donohue noted that he let his EMT certification expire when he came to Golden Valley Fire District. Director Brooks motioned to have Chief O'Donohue become an EMT. Motion failed. Melita Schoop spoke to the Board of Directors regarding this incident noting how great full that Chief O'Donohue assisted her and helped her through this traumatic experience. Ms. Schoop recalled the pain and severity of the situation and noted that Chief O'Donohue was professional and she wouldn't have changed anything he had done for her that day. Ms. Schoop requested to the Board that she hopes nobody would be "sanctioned" for their actions that day. Director Robinson motioned to commend the Chief for his actions that day. Director Vanik 2nd. Director Robinson, Director Vanik, Director Gorham and Director Hommel motioned "Aye." Director Brooks motioned "Nay." Motion carried, unanimously.

O. Discussion and possible action re: Public Budget Presentation and Workshop for public input, possible tentative date of March 2015, discussion of FY 2015-2016 Budget. (Robinson)

- Director Robinson suggested that a public workshop with the input of the public be held and noted that their opinions mattered in regard to the monies involved within the District, he noted that it would be informative. Director Robinson motioned to hold a public workshop. Motion failed.

P. Discussion and possible action re: Fire Chief O'Donohue's 2014 Annual Performance Evaluation by Board of Directors. (O'Donohue)

- Item tabled.

Q. Discussion and possible action re: Public Safety Retirement System; Employer Contribution Rate Increase effective July 1, 2015; consideration for FY 2015-2016 Budget. (Administration)

- Ms. Christensen stated to the Board that effective July 1, 2015 the Employer contribution rate will increase and the new rate would be 19.02% versus the 16.64% that it currently is. Ms. Christensen suggested the Board take this percentage increase in when the upcoming budget planning occurs. No Action.

R. Discussion and possible action re: Board binder /packet with Meeting information; possible change to schedule; information included within binder /packet, and possible use of electronic devices. (Administration)

- Director Hommel motioned to look further into this, Director Robinson 2nd. All members present in favor. Motion carried, unanimously.

S. Discussion and possible action re: Enrolling in a month-to-month contract with Red Color Creative for Monthly Security Updates for Golden Valley Fire District's Website. (Administration)

- Director Robinson motioned to approve this with the small contract addendum included, Director Hommel 2nd. All members present in favor. Motion carried, unanimously.

9. ADJOURNMENT.

- Director Gorham noted that there is a Special Meeting scheduled for Monday, January 26, 2015 at 6:00 p.m.
- Director Gorham adjourned the meeting at approximately 10:00 p.m.