



Golden Valley Fire District

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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 **December 17, 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.

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

2. ROLL CALL OF BOARD MEMBERS.

- Director Earlene Mahar; Clerk Mark Vanik; Chairman Paul Gorham; Director Steven Robinson were present. Director Jack Hommel was absent.

3. PLEDGE OF ALLEGIANCE.

- The Pledge of Allegiance was recited.

4. APPROVAL OF MINUTES.

A. Regular Meeting of November 19, 2015

- Director Mahar motioned to approve the minutes. Chairman Gorham 2nd. All in favor, motion carried.

5. REPORTS AND CORRESPONDENCE.

A. November 2015 Financial Report. *(The financial report is to be reviewed and approved by the Board.)* (Administration)

- Ms. Kindelberger noted for the month of November the beginning balance for Wells Fargo Bank was \$792,630.09, the cleared balance was \$1,068,231.48 and the register balance was \$1,015,308.36. Ms. Kindelberger noted for the month of November the beginning balance for National Bank of Arizona was \$100,752.34, the cleared balance was \$100,097.84 and the register balance was \$100,000.00.
 - Director Robinson motioned to approve the financial report as read, Director Mahar 2nd. All present in favor, motion carried.

B. November 2015 Operational Report. (Yeager)

- Interim Chief Yeager reported that for the month of November there were 179 calls, 93 Station 11, 57 Station 12, 14 Station 13, 1 out of district and 14 not reported. Calls by type; 5 Fire Suppression, 118 EMS, 38 Service Calls, 13 Good Intent, 5 False Alarms. Level of care was 103 patients, 65 were advanced life support and 38 basic life support. Mode of transportation; 81 by ground, and 22 refused treatment. Total calls this year 2,345 and 1,072 Ambulance Transport.

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)*

- **Employee Oath of Office**
 - None
- **Fire District Properties**
 - Water leak at Station 11, located and repaired.

- Breathing Air Compressor is repaired and back in service.
- Battalion 1 vehicle damaged in flood is repaired and back in service. Additional claim filed for approximately \$4,000.00 for total damage of over \$8,000.00 covered by insurance.
- **Administrative Review & General Project Reporting**
 - Image Trend training will start in January. Captain Cunningham is in charge of this project.
 - Prison Contract was amended with the new company name and past Fire Chief signature line replaced with the Board Chairman and Board Clerk. It has been signed.
 - Griffith Energy contract was finalized today.
 - Department identification cards are being issued by Firefighter Chris Hinds in the Administration office. Board Members were asked to stop by the office to obtain their cards.
 - Medical Physicals have been completed by ARC. Two employees unavailable will complete with Kingman Fire next month.
- **Meetings attended:**
 - Mohave County Fire Officers
 - Mohave County LEPC
 - Highway 68 / ADOT public safety section
 - Golden Valley Fire District Officers meeting
 - 911 Users Group meeting
 - Image Trend – multiple meetings
- **Incidents and Items of Note**
 - Firefighter Chris Beckes 5 year anniversary
- **Thank-You**
 - Butch Meriwether has offered his public information services to the District. The District is getting a lot more press of the good things we do. Thank you for the good work.
 - Golden Valley Blazers for the birthday cakes and the Christmas dinner they hosted. Golden Valley Blazers were present with a birthday cake for Captain Arnold.
 - Chief Yeager thanked the Firefighter for doing a good job.

6. **BUSINESS.** *Public wishing to speak on agenda items must complete a speaker card and present to the Board prior to the start of the meeting.*

- A. Discussion and possible action regarding: Posting of PDF version of Board Packet to District website prior to meeting. (Robinson)
 - Item pulled from the Agenda.
- B. Discussion and possible action regarding: Implement deadline for requesting Agenda items to the Friday prior to the meeting date. (Yeager)
 - Chief Yeager stated that a deadline would give the office staff time to have the Board Binders ready ahead earlier than the day before the meeting giving the Board Members more time for review. Director Mahar asked what time the deadline would be. Chief Yeager stated the end of business day.
 - Director Robinson motioned to implement the Friday before the meeting as the deadline for new Agenda items. Director Mahar 2nd. All present in favor, motioned carried.
- C. Discussion and possible action regarding: Moving meetings to the 4th Thursday of the month to allow Administration additional time needed to audit and process financials and bank reconciliations. (Yeager)
 - Chief Yeager stated that the biggest issue is to audit the financials. The challenge is when the meeting happens during payroll week. Past experience with another agency we move a week out and make things a lot easier. Comptroller Kindelberger added that the Warrant account statements don't come in until the 10th of the month. With this week being a payroll week that left only one and one half days for processing. Chief Yeager added that we are trying to get the Board packets to the Board Members two to three days before the meeting.
 - Director Mahar motioned to move the Board Meeting to the fourth Thursday of the month in order to allow more time for the office administration staff starting in January 2016.

Director Robinson 2nd. Director Robinson added that he request that a press release go out to the public. All present in favor, motion carried.

- D. Discussion and possible action regarding: Cub Scout Pack 98 requesting use of PSTC with kitchen on January 16th from 1400-2100 hours for Spaghetti Dinner Fundraiser. They are requesting fees at a reduced rate or fees waived. (Yeager)
- Chief Yeager advised the Board that this is a brand new Golden Valley Troop. These are our kids in Golden Valley and is a fund raising event.
 - Director Robinson motioned to waive the fee for this special occurrence. Chairman Gorham asked Director Robinson to amend his motion to specify who will be responsible for the cleanup of the kitchen. Director Robinson amend the motion to add the Cub Scout Pack will be responsible for cleanup. Director Mahar 2nd. All present in favor, motion carried.
- E. Discussion and possible action regarding: Purchase of four computer tablets for use with Image Trend Software. (Yeager)
- Chief Yeager stated that this item was missed the budget process last year. The Board approved to purchase the Image Trend program and these items will make the Image Trend product functional. This is the same company that was awarded the bid with Kingman Fire and we want to try to stay with the same equipment they are using for the IT issues. The tablet is for use in the field and holds all the patient information which is then sent to the hospital. Caption Cunningham added that all our forms can be uploaded to the tablet as well as mapping for fire hydrants. It is more than just reporting. We are getting a reduced rate by going in with NACFD and Kingman. When the data is entered in the field it will sync to our database desktops at the stations. Chairman Gorham asked if these are like a Toughbook. Captain Cunningham stated that it is not a Toughbook but the pricing includes a case. Director Mahar asked if there is a warranty. Captain Martin stated that there is a one year warranty but you can upgrade to a two or three year warranty. Chairman Gorham asked if the warranty covers damage. Captain Martin responded it did not. Director Robinson asked if any software is included and if any price comparisons were done. Captain Martin stated that it comes with basic software and he did not price check as we are going with the same company and tablet as NACFD and Kingman. Director Gorham asked where these funds will come from in the budget. The Board discussed the budget and possible options.
 - Director Robinson motioned to transfer \$5,000.00 from account 973.00 of the budget to account 938.00 for the purchase of these items. Clerk Vanik 2nd. All present in favor, motion carried.
- F. Discussion and possible action regarding: Article 15.2 of District Policy Residency Requirement. (Yeager)
- Item pulled from Agenda.
- G. Discussion and possible action regarding: Contact between board members and attorney William Whittington and cost associated. (Gorham)
- Chairman Gorham wanted to make clear to the Board Members that we are trying to cut our attorney's fees. Back in February 2014 there was a discussion that before a Board Member contacts the attorney that it be cleared by the Board Chairman or Board Clerk. I think this is a good practice to keep our fees down. Chief Yeager stated that the fees have been coming down. Director Robinson asked about any abuse. Chairman Gorham responded that there has not been any abuse. Discussion only, no action.
- H. Discussion and possible action regarding: AFDA conference attendance and cost associated. (Gorham)
- Chairman Gorham motioned that unless a Board Member; Fire Chief or an employee has to take a course to meet requirements at AFDA the District shall not pay for the class, mileage, meals or lodging. Chief Yeager asked the Chairman to change his motion to follow the District travel policy. Chairman Gorham clarified that if the class is a statutory requirement the District will follow policy for reimbursement of said items. Chairman Gorham does not feel that it is ever necessary to send anyone to the Tucson conference when they can go to Laughlin which does not require reimbursement of lodging, meals or mileage. Chairman Gorham's motion stands as originally stated. Clerk Vanik 2nd. Discussion: Clerk Vanik asked is there any reason that all

classes can't be taken in Laughlin and forget going to Tucson. Director Robinson stated that no one has even gone to Tucson except mandatorily and that could have been done in Laughlin as you have one year from taking office to complete the statutory requirements. Fire Chief Yeager added that you can take these classes online but the cost is the same. Director Mahar wanted to clarify that only if it is required that the District will pay for the class. Director Robinson asked if this is because of the unique situation of the District or is this a permanent plan. Chairman Gorham responded that it is because of the current situation. Director Robinson addressed Chief Yeager if he finds that overall the conference is a benefit to the District for the networking besides the statutory requirements. Chief Yeager stated that any time you can network with different agencies it does have a benefit, the issue here is we are trying to watch our spending. Call for the vote. All present in favor, motion carried.

- I. Discussion and possible action regarding: Election of Board Chairman and Board Clerk. (Gorham)
- Clerk Vanik motioned to nominate Paul Gorham for Chairman, Director Mahar 2nd. In favor Director Mahar, Clerk Vanik, Chairman Gorham. Director Robinson Abstained. Motion Carried. Director Robinson noted his concern that the by-laws require this to be done in the first week of December according to Article 6A.
 - Chairman Gorham motioned to nominate Mark Vanik for Clerk, Director Mahar 2nd. In present in favor. Motion carried.

7. 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.*

Please note: No personal attacks on staff or Board Members will be permitted.

- Citizen Butch Meriwether noted that there are two outstanding Christmas displays in Golden Valley. One behind the Outpost on Bouse Road about the third house in and they are collecting jackets, blankets and food for St. Vincent DePaul and his residence at 2225 S. Dome Road and will be collecting For The Love of Paws a no kill animal shelter on Oatman Highway and Toys for Tots. At mile marker 17 take Egar Road south turn right on Tampico to Dome Road. Lights are on every night about 6pm to midnight.

8. ADJOURNMENT.

- Director Gorham adjourned the meeting at approximately 6:50 p.m.

MINUTES prepared by: *Mindy Kindelberger*

Date: 12/21/2015

Approved: 01/28/2016