



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 **Wednesday, April 26, 2023 at 9:00 a.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

- Chairperson Foster called the meeting to order at approximately 9:00 a.m.

2. ROLL CALL OF BOARD MEMBERS

- Director George Payntar; Director Gary Juneau; Chair Sue Foster; Clerk Tony DeMaio and Director Jack Hommel were all present.

3. PLEDGE OF ALLEGIANCE

- The Pledge of Allegiance was recited.

4. PRAYER

- Pastor Mike Willis from The Abundant Grace Fellowship led the board meeting in prayer.

5. APPROVAL OF MINUTES ~ CONSENT AGENDA

- A. Regular Meeting Minutes of March 22, 2023.
- B. Special Meeting Minutes for April 12, 2023.
- C. Executive Session Minutes for April 12, 2023.
 - Director Hommel motioned to approve the minutes as presented. Director Payntar 2nd the motion. All in favor, motioned carried.

6. REPORTS AND CORRESPONDENCE

- A. March 2023 Operational Report. (Chief Cunningham)
 - Chief Cunningham stated for the month of March there were 152 calls total: 147 med calls and 5 fire related calls.
- B. 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)*
 - Pinning Ceremony for our newest firefighter Casey Windham. Fire Chief administered the oath of office. Casey was pinned by his wife, Jessica Windham.
 - District properties – Assistant Fire Chief Martin
 - Nothing to report.
 - Equipment – Assistant Fire Chief Martin
 - Engine 121, the air conditioner has been fixed and two new front tires were installed.

- Water Tender 118, the tank had to be removed to replace the rubber pads that keep the tank floating above the bed of the truck; otherwise, a hole would have been worn through the water tank. Also, some valves were replaced.
- Training
 - In-house training is continuing, we sent three of our firefighters to a trailer operations and safety class as well as UTV/ATV safety class which was sponsored by VFIS.
 - The UTV that we are to receive from the Firehouse Subs grant will be delivered in approximately two-three weeks.
- Meetings Attended – Chief Cunningham
 - AMR meeting tomorrow morning.
 - Mohave County Fire Officer’s meeting tomorrow afternoon.
 - Mohave County Board of Supervisors meeting last week, which received a lot of attention when they stated they are going to start billing the fire districts for assessments and tax collection services. Chief Cunningham stated he’s not sure how they figured out the amount to start charging us, but they came up with \$1.61 per parcel. Golden Valley has 21,887 parcels which amounts to \$35,267 they want to take this budget year. A lot of Fire Chiefs attended the meeting. After hearing from the finance department as to why they wanted to charge the districts, the County Board of Supervisors decided to table this item for thirty days so their questions could be answered. Chief Cunningham stated we are going to budget for this amount in the event we are charged. There is an A.R.S. statute that states they can charge us but why they decided to do it now, we are not sure. I will keep everyone posted as more information is known.
- Projects in the works – Chief Cunningham
 - Budget – working to finalize.
 - Working on the consolidation feasibility study which will probably take place around the middle of June. Yucca board voted to move forward with the study.
- Thank-you
 - Thank you to Pastor Mike for coming in and praying for us.
- Anniversaries
 - Engineer Luke Weber - 18 years of service
 - Firefighter Michael Barnes – 3 years of service

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

A. Discussion and possible action regarding: Approval of the Fiscal Year 2021-2022 audit by Saunders Company, LTD. (Administration)

- James Saunders attended the meeting via telephone. Mr. Saunders greeted everyone and thanked the board for having them back again for doing the audit. He stated they looked at the financial records, financial statements and making sure the annual statements are presented in accordance with the Generally Accepted Accounting Principles and the Rules Governing Statements in the United States. They looked at the underlining information to make sure it supports the numbers and information in the financial statements. Arizona requires three reports, the first is the Independent Auditors Report in which we found everything correct and in good order. The second report is the Government Auditing Standards which consists of internal controls and compliance. We found no deficiencies with internal controls and no violations of rules, laws, and regulations for this report. The third and last part, compliance in which you tell the county that you will not spend more money than you have available in the year. In the Saunders Group opinion, the district complied with the requirement for the year and didn’t overspend those funds. In essence, those are the required elements that we are required to report on for the audit and financial statement in the State of Arizona. James asked if the board had any questions or anything they would like to go over, and the board responded with no they didn’t have any questions.
 - Clerk DeMaio made a motion to accept the Auditors report as presented. Director Hommel 2nd the motion. All in favor, motion carried.

8. VOTE TO GO INTO EXECUTIVE SESSION

- The Board of Directors may vote to go into Executive Session pursuant to A.R.S. §38-431.03(A)(1) for discussion of the Chief's performance evaluation.
 - Clerk DeMaio motioned to go into executive session. Director Juneau 2nd the motion. All in favor, motion carried.
- Executive session began at approximately 9:21 a.m.
- Public session reconvened at approximately 9:55 a.m.

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

- A. Discussion and possible action regarding: Fire Chief's performance evaluation. (DeMaio)
- Clerk DeMaio stated the evaluation was completed by the board members in executive session. Out of a score of 80, the Chief scored a 76.2 and we are very pleased.
- B. Discussion and possible action regarding: Approval of March 2023 Financial Reports. (Administration)
- Comptroller Kindelberger noted for the month of March 2023 the ending register balance for the warrant account at Wells Fargo Bank was \$1,125,992.67. Capital reserve account at Wells Fargo Bank was \$75,524.72. Payroll account at National Bank of Arizona ending register balance \$100,001.47. Revenue \$127,487.49; Expenses \$291,437.24
 - Chair Foster motioned to approve the March 2023 financial reports as presented. Director Juneau 2nd the motion. All in favor, motion carried.
- C. Discussion and possible action regarding: Consideration of Boundary change request from Robert Jack and possible signature of resolution to amend the district's boundary. (Cunningham)
- We have a couple of these requests from private citizens this month to come into the fire district. These citizens have been on contract service agreements and now because of the way we are allowed to annex properties, they have asked to come into the fire district. Chair Foster asked if Vivien Road is in the southwest area of the district. The chief responded yes. Director Hommel asked the Chief if there were any negatives by them coming into the district. Chief Cunningham stated no, we have been servicing this area already so I would prefer them to be part of the district as they could cancel the contract at any time but once approved by the board then it would take the board to remove them from annexation. The Assistant Chief and I check out every property that wants to come into the district to make sure our equipment can access their properties in a timely manner.
 - Director Hommel motioned to approve. Director Juneau 2nd the motion. All in favor, motion carried.
- D. Discussion and possible action regarding: Consideration of Boundary change request from Dennis & Nancy Mildon and possible signature of resolution to amend the district's boundary. (Cunningham)
- Chief Cunningham stated this is the second request in the same area, just a couple of streets away.
 - Director Hommel motioned to approve. Director Juneau 2nd the motion. All in favor, motion carried.
- E. Discussion and possible action regarding: Make revisions to the pay scale set to be effective July 1, 2023. (Cunningham)
- Chief Cunningham stated it was noticed that the new pay scale that was already approved had the Battalion Chief making less than the Administrative Captain. These ranks, we do not currently use but I want to correct these figures in case we use them in the future. Also, I would like to cap the longevity stipend at twenty years. The paramedic and hazmat stipend are for suppression personnel only. It is not common for the Chief and Assistant Chief to receive these stipends as we aren't using these skills as much as the suppression personnel. The Assistant Fire Chief now has a pay scale, and I don't think the paramedic and hazmat stipend need to be for administrative people. These are the changes I'm asking the board to approve.
 - Director Hommel motioned to approve the staff recommendation. Director Juneau 2nd the motion. All in favor, motion carried.
- F. Discussion and possible action regarding: Remove Article 83 Fee Schedule from the policy manual; renumber Article 84 Use of Public Safety Training Center to Article 83. (Administration)

- Comptroller Kindelberger stated the Chief is bringing you a new fee schedule on the next agenda item. We are the only district who has their fee schedule within their policy manual which is usually a standalone document. We are asking the board to remove it but it's still going to be a document that must be approved by the board. Chief Cunningham stated every time we have to make a change to the fee schedule, the admin staff has to update the policy manual because it affects that too; therefore, it would be much easier and more streamlined if we took it out.
 - Director Hommel motioned to approve. Director Juneau 2nd the motion. All in favor, motion carried.
- G. Discussion and possible action regarding: Establish a standalone fee schedule and amend the Golden Valley Fire District established fee schedule per A.R.S. §48-805(B)(14); approval of resolution regarding same. (Cunningham)
- Chief Cunningham stated that after discussing the fee schedule with the other local Fire Chiefs and our attorney, we are lacking a lot of our fees. You can see that the new fee schedule relates more to the Fire Marshal inspections and commercial building reviews which we never charged before. This takes up a lot of the fire marshal's time and this is what other fire departments in our area are charging. There are no changes on the Public Safety Training Center rentals. Burn permits will go to \$15, surrounding fire districts are charging \$15 for thirty days, ours will still be for ninety days. This fee schedule will take place beginning July 1st. Clerk DeMaio asked the Chief about the fireworks display and firework sales since this isn't something we do in the district. The Chief responded that some of this stuff is made for future use, at one time the fairgrounds were looking to move out here which would require our fire marshal to be involved. We are getting a lot of commercial buildings in the district, and it can take anywhere from three days to two weeks to review each of these plans. These are big buildings coming into the district. All the other districts and cities in Mohave County are charging, we are the only ones who aren't. Clerk DeMaio stated I believe we should be charging, and Chair Foster agreed. Chief Cunningham stated a lot of these charges under the operational permit are items that could happen in the future, and we want to make sure to have something in place. These prices can always be changed later, and Clerk DeMaio stated it will be easier now since it will be a standalone document and the Chief agreed.
 - Director Hommel made a motion to approve. Director Juneau 2nd the motion. All in favor, motion carried.
- H. Discussion and possible action regarding: Revisions to Article 50 Compensation Administration and Article 59 Promotions in relation to pay scale changes. (Administration)
- Comptroller Kindelberger stated because of the changes to the pay scale, we had to go through the policy and see which policies would be directly affected, which is Article 50 and Article 59. Changes are 50.3 define how step raises are given, 50.5 specify that paramedic and hazmat stipends apply only to suppression personnel. 50.6 replace the word 'he' with 'employee'. 59.7 remove – in direct conflict with 50.8. Renumber 50.8 and 59.9.
 - Director Juneau moved the governing board to approve the revisions as presented in Article 50 and Article 59. Chair Foster 2nd the motion. All in favor, motion carried.
- I. Discussion and possible action regarding: Chair to appoint a citizen to sit on the PSPRS Local Board Pursuant to A.R.S. §38-847(A)(3). (Administration)
- Comptroller Kindelberger stated we have an opening for a citizen and fortunately we have Steve Kitter our volunteer who offered to sit on that board. This does not take a vote of the board; this is an appointment by the chair. Clerk DeMaio asked if there is any conflict since Steve is a volunteer? Comptroller Kindelberger stated she checked with the local board at PSPRS, and they said no.
 - Chair Foster appointed citizen Steve Kitter to sit on the PSPRS Local Board.

10. 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.

- None

11. ADJOURNMENT

- Chairperson Foster adjourned the meeting at approximately 10:14 a.m.

MINUTES prepared by: Bobbie Schott/Mindy Kindelberger
(This is a working draft, until Board approval)

Date: 04/26/2023

By: _____
Board Clerk, Tony DeMaio

Approved:

DRAFT