

**MINUTES FOR REGULAR MEETING OF THE
NORTHERN CONSOLIDATED FIRE DISTRICT #1 GOVERNING BOARD**

Thursday, October 19, 2017 6:00 PM

The Governing Board of the Northern Consolidated Fire District #1 met in a regular session this 19th day of October 2017, in the Board Meeting Room, located in Fire Station 31, 2485 Northern Avenue, in Kingman, AZ.

1. CALL TO ORDER -

The meeting was called to order by Board Chair Lewis at 6:04 P.M.

2. INVOCATION AND PLEDGE OF ALLEGIANCE -

Chaplain Paul Pitts gave the invocation. Chief Eder led the Pledge of Allegiance.

3. ROLL CALL OF BOARD MEMBERS -

All Board Members were present: Board Chair Lewis, Board Clerk Wilkin, Director Bailey, and Director Riccardi; Director Collins joined the meeting telephonically at 6:06 P.M.

4. CONSENT AGENDA

A. Approval of Minutes:

- | | |
|--|---------|
| i. Executive Session | 5/18/17 |
| ii. Regular Meeting | 9/21/17 |
| iii. Executive Session (A)(3) and (A)(4) | 9/21/17 |
| iv. Executive Session (A)(1) | 9/21/17 |
| v. Special Meeting | 9/27/17 |
| vi. Executive Session | 9/27/17 |

Legal Counsel Bill Whittington's office advised Board Secretary Nikki Berry just prior to the meeting that review of the Executive Meeting Minutes of 9/21/17 and 9/27/17 had not been completed, and requested these minutes be removed from Board packets and for approval of these items to wait until next meeting. Motion was made by Board Clerk Wilkin to accept the following minutes as written: Executive Session 5/18/17, Regular Minutes 9/21/17, and Special Minutes 9/27/17. Motion was seconded by Director Riccardi. There was no discussion on the motion. Vote was unanimously in favor. Motion carried.

5. REPORTS AND CORRESPONDENCE:

A. Correspondence and/or other information of importance.

We did receive correspondence that the Regional Communications Grant was denied. We were also told today that the AFG grant for PPE was denied as well. We have not heard about the Golden Valley grant for SCBA. Director Riccardi asked if they provided reasons for the denial. Chief Eder stated no, they generally do not provide rationale for denial of grants.

B. Fire Chief's Report.**i. Volunteer Program –**

- a. There are currently 12 volunteer firefighters.
- b. Training occurs every third Saturday at rotating stations, begins at 8:00 A.M., and the Board is welcome to attend. Chief will advise the Board at their meetings when and where the next training will occur. This Saturday (October 21) the training will occur at Station 31.

ii. Apparatus Maintenance –

- a. Engine 324 has damage in main plumbing and was taken to Firetrucks Unlimited in Las Vegas. That truck is currently Out of Service in Las Vegas and there is an item on the agenda to discuss this in more detail.
- b. Engine 311 has had some shifting issues.
- c. Engine 321 has an electrical gremlin that Pierce is assisting to locate. This truck is also Out of Service.
- d. Several other trucks have been repaired and returned to service.
- e. Engine 381 from Truxton is still Out of Service for radiator repair; it is waiting on parts.

iii. Personnel Report –

- a. We have completed some promotional testing; the following individuals will be promoted on October 27, 2017:
 - Ricardo Garcia to Driver/Operator
 - John Brower to Captain
 - Jason Lopez to Captain
 - Brad Shuffler to Captain
 - Nick Wilsey to Captain
- b. Firefighter James Carstensen was hired and joined us this week.
- c. We have some additional hiring to complete, we have two Chief's interviews tomorrow.
- d. We have two new reserve firefighters, Jason Sayre and Joey Benjamin; both are full-time firefighters for other departments in the County.
- e. Chief Eder thanked Board Clerk Wilkin and Cadet Blake Sodaro for their participation in the Conflict Resolution portion of the Captain's Exams and BCs Dallman and Scott as well as Captain Rick McShea for help with testing. Kingman Fire provided Tanner Miller and Tom Flanagan for testing assistance.

iv. Response Totals - Battalion Chief Dallman was able to get response totals out of the computer system, but those did not make it into the Board Packets this month and will be in next month's Board Packets.**v. Station Update –**

- a. We utilized the hand crews in Truxton to clean up weeds
- b. Station 33 was hit by lightning and damaged some communications equipment, but we were able to fix everything using surplus equipment. There was no insurance claim or dollar loss.
- c. We're looking into a repeater in the Hackberry area to improve communications from Valentine into Truxton and Valle Vista. We will

be looking into communications funding through the Department of Homeland Security.

vi. Past Events –

- a. We had a 9/11 remembrance Ceremony at Station 31, which was well attended and coordinated by Chaplain Paul Pitts
- b. There was a joint Battalion Chief's meeting with Kingman Fire and Golden Valley also attended. We're getting our local Chiefs that use the same dispatch center working more closely, which is helping to improve our Mutual Aid response.
- c. The parade engine and Engine 321 participated in the Andy Devine Days Parade.

vii. Upcoming Events -

- a. Open House at station 33 has been scheduled for Saturday, November 18; Chief Eder invited the Board to attend. There will also be November volunteer training at that Station that day.
- b. Chloride Old Miner's day is this Saturday, October 21.
- c. There will be a CPR/AED class in Chloride on November 4.

C. Financial and Claims Report.

Chief Eder advised that Board Chair Lewis, Board Clerk Wilkin, and he will have to go down to Mohave State Bank next week to sign a signature card. The Directors agreed on Monday afternoon, October 23.

6. DISCUSSION AND POSSIBLE ACTION:

A. Possible approval of Monthly Financial and Claims Report for September 2017.

Board Clerk Wilkin motioned to accept the financial report for September 2017 as written. Director Riccardi seconded. Director Bailey inquired about a \$17,000 payment to Copperpoint, the Unemployment Insurance company for the District prior to July 1, 2017. Secretary Berry advised that money was for the Premium Report Payment for Fiscal Year 16/17. Director Bailey asked if we had any injuries in the last quarter. Chief Eder stated we had one minor injury, but it was not significant and was not reported. Vote was unanimously in favor. Motion carried.

B. Possible action going forward re: Approval of Contract for Fire Chief Dr. Wayne L. Eder. Board Chair Lewis asked the Board if they had seen the Contract. Director Bailey was provided with a copy. Chief Eder advised the Board that they may go into Executive session to discuss this matter if they wished; Mr. Whittington was on telephonic standby. Board Chair Lewis had a concern with the date of the contract termination, which was December 1, 2018. The new Board technically takes effect December 1, 2018, but does not meet to swear in the new Member(s) until later in the month, which would leave a gap in the contract coverage. Director Bailey stated that in the past, the Board would convene a Special meeting the first week of December to swear in the new Member(s), and the contract renewal could be decided at that time. Director Collins asked if the District was paying for any portion of dependent health insurance. Chief Eder stated that as of July 1, 2017, the District pays 100% of Employee health, dental, and vision premiums, but does not pay any portion of Dependent premiums. In the past, the District has paid the Fire Chief's Employee and dependent insurance premiums as part of the contract. There was further discussion

regarding the District paying for Dependent Care Premiums, which will be included in "Future Agenda Items and Staff Tasks". Director Collins feels that District payment of Dependent care should be standardized, meaning all employees including the Fire Chief, or none of the employees. Chief Eder reiterated that per Mr. Whittington, the Fire Chief contract is separate from the Personnel Manual. Director Riccardi made a motion to accept the contract as written. Board Clerk Wilkin felt the Board needed to clarify the date of the contract termination before accepting the terms of the contract. It was decided that the Board will meet on December 6, 2018 to swear in any new Board Members and the new Board will consider Chief Eder's contract. Motion to accept the contract with a change to the termination date of December 6, 2018 was seconded by Board Clerk Wilkin. Director Bailey questioned the Earned Time accrual of 11.5 hours per paycheck, and stated that he feels that Chief Eder should start accruing time at the bottom of the scale, like a new employee, rather than at the top of the scale which generally takes five years or so. Chief Eder advised that typically, Executives in other organizations receive Sick Leave, Vacation, and Management time separate, but all of this is rolled into Earned Time here, which is why 11.5 hours per paycheck or 23 hours per month is appropriate. Vote was unanimously in favor. Motion carried.

C. Surplus Property disposition; possible approval for surplus/unusable fire equipment.

Motion to declare the property listed in the Board Packet memo dated October 10, 2017 surplus by Board Clerk Wilkin, seconded by Director Riccardi. There was no discussion on the motion. Vote was unanimously in favor. Motion carried.

D. Surplus Property Disposition: possible approval of authorization for Fire Chief to trade existing surplus equipment, listed in inventory, for hose and equipment for new water tenders.

Chief Eder has negotiated a deal with Fire Etcetera in San Diego, CA to trade surplus items and the Chevy Fuel truck, which no party is interested in purchasing, for brand new fire hoses which have been inspected by Chief Eder while he was on vacation. Chief Eder has a written estimate/bid from Fire Etcetera stating that they will give \$4,000 to \$5,000 trade-in credit for the surplus fuel truck, plus additional value for two of the pumps that were just declared surplus by the Board. Chief Eder would like Board approval to trade the surplus equipment for up to \$10,000 in brand new Fire Hoses from Fire Etcetera. So motioned by Director Riccardi, seconded by Board Clerk Wilkin. Director Collins confirmed that there would be no money coming out of the District's pocket for the fire hoses. Vote was unanimously in favor. Motion carried.

E. Extended Leave Time payout for former employees and possible action regarding payment and direction going forward.

Director Bailey had instructed Mr. Whittington at the September meeting to contact former Chief Patrick Moore to determine if any former employees were paid out for Extended Leave Time (ELT) after their separation from the District, and to provide justification, documentation, and amount for those disbursements. No Board Members received an update on this issue from Mr. Whittington. Director Bailey motioned to table the item until next month to give Mr. Whittington a chance to check with Mr.

Moore. Board Clerk Wilkin seconded. Director Riccardi stated when they make that decision, the policy manual needs to be updated for clarity. Vote was unanimously in favor. Motion carried.

F. Possible authorization for Fire Chief to spend up to \$9,000 to repair ladder truck.

Engine 324 was sent to Firetrucks Unlimited in Henderson, Nevada for repair. The initial bid to repair the truck was \$3,500. Once they inspected the truck, the price increased to \$8,500, which is beyond Chief Eder's approval limit. Motion to authorize Chief Eder to spend up to \$9,000 to repair the truck by Director Riccardi, seconded by Board Clerk Wilkin. There was no discussion on the motion. Vote was unanimously in favor. Motion carried.

G. Possible adoption of Resolution 2017-011, whereby the Board, in consideration of the written request of property owner MAE WARNER for ANNEXATION, determines that the properties identified as Mohave County Assessor's Parcel Numbers 333-35-076 and 333-35-080 are contiguous with the District's existing boundaries and that the inclusion of the Properties within the District will benefit the District and the property owner and orders the annexation of the property pursuant to A.R.S. §48-262.

Director Bailey asked if the properties were vacant. Board Secretary Berry replied that both properties are owned by the same owner; she has a home on one of the properties and would like both annexed. Motion to approve the resolution by Board Clerk Wilkin, seconded by Director Riccardi. These properties are near Valle Vista, near Station 36. Motion carried.

H. Update on meeting between Board Chair Lewis and Resident Arthur Garnica.

Board Chair Lewis provided the Board with a list of Mr. Garnica's requests and read them aloud. She stated that Mr. Garnica wants answers to his request next month.

7. POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION:

A. Possible vote to go into executive session pursuant to A.R.S. §38-431.03(A)(1) re: personnel matters/discussion of Fire Chief contract.

B. Legal advice pursuant to A.R.S. §38-431.03(A)(3) and instructions to legal counsel pursuant to A.R.S. §38-431.03(A)(4) re: Fire Chief contract

This item was no longer necessary.

8. CALL TO THE PUBLIC

Resident Arthur Garnica wanted to know if anything was going to be done next month regarding his requests. Board Chair Lewis stated that she has asked Directors Bailey and Collins to answer Mr. Garnica's requests next month. Mr. Garnica asked what if they don't? Board Chair Lewis said that the Board will ask Mr. Whittington about that. Mr. Garnica thanked Board Chair Lewis.

9. FUTURE AGENDA ITEMS AND STAFF TASKS

Board Secretary Berry confirmed the following items and tasks:

A. Dependent Care Insurance Premiums


During Item 6B discussion, Director Bailey asked if the District had paid a portion of Employee's Dependent insurance premiums, and Chief Eder stated that in the past,

there were years that we didn't pay it, but we did find some years that a portion of the premiums were paid and we believe those to be accounting errors. We are currently looking into whether there was clear direction from the Board in Meeting Minutes to pay any portion of the Dependent care premiums. The personnel policy manual is ambiguous and says only that the District may pay a portion of the premiums. Chief Eder stated that this Fiscal Year's budget was not written to include the District paying Dependent care premiums, but we do have some room in the Benefits budget, and offered to research this matter further, and return some numbers to the Board regarding how much it would cost the District and provide current budgetary information regarding this question. Director Bailey stated that he believes that the District was paying half the premiums, and if the District can afford it, he would like to continue to do that. Chief Eder stated he would look into that and bring information to the Board next month.

- B. Agenda Item: Answer to Resident Arthur Garnica's requests.**
- C. Provide response totals from Battalion Chief Dallman to the Board**
- D. Possibility of Board Approved Standard Operating Procedure/Policy Manual update for Extended Leave Time (ELT).**
- E. Director Bailey asked Mrs. Berry to call Mr. Whittington and remind him about his action item to contact Mr. Moore regarding the ELT agenda item.**

10. ADJOURNMENT – Board Chair Lewis adjourned the meeting at 6:58 P.M.

These minutes were prepared by Nikki Berry this 20th day of October, 2017.


Patricia Lewis, Board Chair


Sue Wilkin, Board Clerk