

MINUTES

REGULAR MEETING OF VERDE VALLEY FIRE DISTRICT BOARD OF DIRECTORS, HELD JULY 24 2009, AT STATION 31, 2700 GODARD ROAD, COTTONWOOD, AZ.

MEETING CALLED TO ORDER: 10:03 AM

PRESENT:

Bob Eddingfield
Matt Robertson
Dick Dobbin
Ken Bishop
Gerald Shanks

STAFF:

Chief Jerry Doerksen
Assistant Chief Flummer-Absent
Debbie Lewis

APPROVAL OF AGENDA: **Motion** was made by Ken Bishop to approve the agenda. Second was made by Bob Eddingfield. **Motion** carried unanimously.

APPROVAL OF MINUTES: **Motion** was made by Bob Eddingfield to waive the reading of and to approve the minutes of the regular meeting on June 23, 2009. Second was made by Dick Dobbin. **Motion** carried unanimously.

SCHEDULED PUBLIC APPEARANCES: NONE

CALL TO PUBLIC: Roland and Lois Hook told the Board what a great job that the Fire District is doing their duties, as well as all the Community Services they participate in. It is over and above their jobs. Dick Dobbin introduced the Hooks and states how involved they are in their community.

REPORTS: Chief Doerksen reviews that the approximate monies left over for FY 08-09 will be around \$500,000. Chief Doerksen showed a power point presentation. Matt Robertson asks questions about volunteer's budget amount being over. Gerald Shanks states that he asked for this to be changed to full time staff for overtime instead of using volunteers. Matt Robertson wants the full time to use the overtime and not volunteers. Chief Doerksen explains when we use volunteers instead of full time staff. **Motion** was made by Dick Dobbin, to approve the financial statement as presented. Second was made by Ken Bishop. **Motion** to approve carried unanimously.

Gerald Shanks gave praise for the team effort that everyone gave on the Stimulus Grant for the new station. Dick Dobbin wants Chief to pass praise onto the personnel in the next Staff Meeting. Dick Dobbin asks about staffing needs for a 4 man engine crew and his concern regarding just having four well trained fire fighters on duty. Chief Doerksen explains that when a Captain is off we move the Engineer up to the Captains position. Dick Dobbin asks if we would move personnel in between stations and how we do this. Dick Dobbin would like to see another Officer or Engineer in charge when an Officer is not on duty. Matt Robertson stated that we are seeing this Valley wide. May be food for thought to develop a policy for moving up, which should include time as a Firefighter. Dick Dobbin brought up the point because something can go wrong. Chief explained that this is something they will be reviewing during the next Officer Meeting.

DISCUSSION AND POSSIBLE ACTION:

A. TAX REVOLT / LEGISLATIVE REVIEW: Gerald Shanks stated that Senate Bill 1303 has passed and signed by the Governor. One of the main changes is that Sundays or holidays don't count in the 24 hour posting requirement. So you need to be aware of this when posting. Other changes pertain to websites and e-mails. Board Members should no longer use personal emails to receive Board information because it has to do with open meeting law. This will subject your own personal email to subpoena and be available for all to see. Gerald recommended that all board members open a separate email account for all Fire District emails. Senate Bill 1421 was signed by the Governor for the 8% levy limit that was agreeable. The main change is that they rolled back our

first two years to 16 %. This means to us is that we have a capacity of 17%, because we took a 1% decrease in our levy for this year. Gerald gave some examples of other Fire District levies. Gerald personally spoke to John Flynn, from Apache Junction, at the last AFDA Conference. Mr. Flynn's job is to go around and advise Fire Districts on their financial positions. Gerald asked him what he thought about what was happening in our District and he said that we were doing a good job with management and just overall doing a good job.

B. PUBLIC HEARING/ADOPTION OF THE BUDGET FOR FY 2009-2010 – RESOLUTION 2009-07:

After discussion a **Motion** was made by Bob Eddingfield, to approve the adoption of the District's Budget for FY 2009-2010 in the amount of \$4,763,688.00 and the Grant Budget in the amount of \$4,000,000.00 by the adoption of Resolution 2009-07. Second was made by Dick Dobbin. Matt Robertson expressed his thanks to everyone who put time in on this year's budget and to pass this on to all personnel. Dick Dobbin stated that it is commendable to the personnel that we saved so much money by using on duty time to put in the well. Dick Dobbin stated that we kept this Budget down for Fiscal Year 09-10. **Motion** carried unanimously.

C. ANNEXATION REQUEST – RESOLUTIONS 2009-08: After the Resolution was read by title, **Motion** was made by Bob Eddingfield, to approve the adoption of Resolution 2009-08, annexing Parcel ID 406-15-473K into the District. Second was made by Gerald Shanks, **Motion** carried unanimously.

D. ADOPTION OF THE EMPLOYEE BENEFIT-HEALTH ADVOCATE: After further discussion a **Motion** was made by Gerald Shanks, to approve the Employee Benefit-Health Advocate Program as a benefit for the VVFD employees. Second was made by Ken Bishop. **Motion** carried unanimously.

E. ADOPTION OF THE PURCHASING POLICY: Chief Doerksen had Debbie Lewis explain the suggestions from the auditor. The only recommendation he had was, to make sure that who ever does the online bill pay, not be the same person to do the bank reconciliation. We are currently doing this. While discussing the Purchasing Policy, Gerald Shanks would like to make several changes. He suggests removing paragraph 2, that this is already stated in the *Purchase Requisition Procedures* which is further down. He would also like to take out the wording "approved by the budget adoption" and the areas in yellow. Change check request to purchase request. Discussion followed regarding differences between P.O.'s and Purchase Request. He also suggested to eliminate next page, pick up amounts and put them next in line, all six in a line. So there is no question as to what has been budgeted vs. what is not budgeted. Hopefully this will clear up any confusion as to what is budgeted vs. non-budgeted. Put in "pre-approved". Going down further in the policy he would like to take the "is" out or take the line out all together that says "board needs to approve the purchase of the budgeted items under \$5,000.00". Gerald would like to add under Account 5535-Economic Stabilization, any money taken out needs approval by the Board, so that it doesn't become a slush fund. Discussion regarding how to protect the District's funds from fraud followed. **Motion** was made by Matt Robertson, to approve the Purchasing Policy as amended. Second was made by Bob Eddingfield. **Motion** carried unanimously.

F. APPROVE OF THE JOINT POWERS AGREEMENT: After further discussion **Motion** was made by Gerald Shanks, to approve the Joint Powers Agreement. Second was made by Bob Eddingfield. **Motion** carried unanimously.

BOARD MEMBER COMMENTS: Bob Eddingfield states that it was a very good conference in Tucson at AFDA. A lot of good information was presented. Bob had Merry Shanks put together a synopsis of what was presented regarding awards and employee recognition. He would like to see some discussion with personnel before the next Board Meeting. Dick Dobbin asks if we are still are using Chase Bank. Debbie Lewis states that we are still in transition between banks and it will probably be at least another month before we are completely out of Chase.

ADJOURNMENT: 11:45 AM

BOARD CLERK: _____ **DATE:** _____

G:\DATA\WORD\Board-VVFD\Minutes\2009\July 24 2009 Board Minutes.doc