

## MINUTES

### REGULAR MEETING OF VERDE VALLEY FIRE DISTRICT BOARD OF DIRECTORS, HELD OCTOBER 26, 2009, AT STATION 32, 1120 SOUTH PAGE SPRINGS ROAD, CORNVILLE, AZ.

**MEETING CALLED TO ORDER:** 10:00 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 Bob Eddingfield to move item 9G and item 9H after 9A. Second was made by Dick Dobbin. **Motion** carried unanimously.

**APPROVAL OF MINUTES:** **Motion** was made by Gerald Shanks to approve and waive the reading of the minutes of the regular meeting of September 22, 2009. Second was made by Ken Bishop. **Motion** carried 4-1 Bob Eddingfield abstained. **Motion** was made by Dick Dobbin to approve and waive the reading of the minutes for the Special Session on October 15, 2009. Second was made by Matt Robertson. **Motion** carried 4-1. Gerald Shanks abstained. **Motion** was made by Dick Dobbin to approve and waive the reading of the minutes of the Executive Session on September 22, 2009. Second was made by Gerald Shanks. **Motion** carried unanimously.

**SCHEDULED PUBLIC APPEARANCES:** NONE

**CALL TO PUBLIC:** NONE

**REPORTS:** **Motion** was made by Bob Eddingfield to approve the financial statement as presented. Second was made by Dick Dobbin. **Motion** carried unanimously. Dick Dobbin asked a question regarding funds being moved from Chase Bank. Debbie Lewis confirmed that all funds, except the Volunteer Pension Funds, have been moved to National Bank with the help of Bob Eddingfield and Ken Bishop.

Matt Robertson gave Kudos's to the Chief and his Staff regarding After Action Review Meeting on the Angel Valley Incident. He stated it was as good of an After Action Review that he has attended as anywhere else in Northern Arizona. VVFD did a good job. Gerald Shanks commented that he and Dick Dobbin were able to attend the Car Seat Clinic at Station 32. He stated what a wonderful job and organization the employees did. VVFD was the best represented in the AZ Fire Chiefs 5k Challenge Run. Jennifer Shilling, Merry Shanks, David Young and Louis Newell all attended and finished the run, as well as completing the run himself. Gerald Shanks states that he attended the Verde Valley National Forest Appreciation Dinner. VVFD got special recognition for their leadership for putting the LAFS Program together. Dick Dobbin comments on the Awards BBQ Luncheon Day, with a special thanks to Bob Eddingfield for all his work putting everything together. Dick also mentioned appreciation to Chef Robertson and Gerald for cooking. Matt Robertson asks about the Board's talking together with Clarkdale. Chief states that he would like to have that on the next agenda. Dick Dobbin asks about Montezuma Rimrock. Chief explains he has not heard anything from them. Ken states that it could be a good thing and would like to get together with Clarkdale. Dick asks that it be placed on the next agenda.

**DISCUSSION AND POSSIBLE ACTION:**

**A. REVIEW OF FY 2008-2009 AUDIT:** Matt Breecher from Breecher & Company reviews the audit. On hand as well was Kay Green, who performed most of the audit. Dick Dobbin asks questions about the warrants that were brought up. Matt Breecher explained to Dick Dobbin they suggest that checks are dated for the date they are written. Dick Dobbin asked if they go through everything or do they “spot check” areas. Matt Breecher explained that their opinion gives “Reasonable Assurance”. Reasonable Assurance means that they perform samples, and judgmental selections, so they don’t audit 100% of the transactions, they audit based on their judgment and their risk assessment. Both Kay Green and Matt Breecher are available to answer any questions regarding the report. **Motion** was made by Dick Dobbin, to approve the audit for FY 2008-2009 as presented. Second was made by Ken Bishop. Dick Dobbin asks if this will be done annually. Chief Doerksen states that this firm deals with a lot of Fire Districts and also that they are a part of AFDA. Dick stated that he liked the format of this year’s audit. Bob Eddingfield thanks Matt Breecher for getting the report to us early. **Motion** carried unanimously.

**G. APPROVE OF CHANGE IN EMPLOYMENT CATEGORIES:** Recommendation was made to add Support for emergency and non-emergency personnel that are not Reserves and who assist the District and to omit the Recruit category in the Personnel Policy. **Motion** was made by Dick Dobbin, to approve the change in the Employment Categories as written. Second was made by Gerald Shanks. **Motion** carried unanimously.

**H. APPROVE OF PURPOSED CHANGES TO THE VOLUNTEER PENSION – RESOLUTION 2009-11:** **Motion** was made by Dick Dobbin, to approve the Volunteer Pension changes, by the adoption of Resolution 2009-11, and authorize the Volunteer Pension Board to move forward with plans to move current funds to the new Volunteer Pension Plan and disband the Volunteer Pension Board if they determine that is the best option. Second was made by Bob Eddingfield. Dick Dobbin stated that it will save the employees the annual fee. Also full time employees are currently in the same plan. Another concern was to be able to manage the money themselves. This is a positive thing. Caleb Lennon from Nationwide stated that their company is salaried and not commissioned so they are here to help each employee. Gerald Shanks asked about the filing with the State Fire Marshal’s Office. Gerald stated that because the monies have gone down over the years this makes sense. Dick Dobbin commented that we make sure that we are deducting the funds that comply with the IRS. **Motion** carried unanimously.

**B. TAX REVOLT / LEGISLATIVE REVIEW:** Gerald Shanks gave a little history of his background dealing with a hard core Republican Group, and how he became involved with them. He explained how over a year and a half they changed from being strongly against the Fire Districts to accepting him into their group. He expressed how important our positive, professional public relations are. Chief Doerksen went over some information that he received at the AFDA Board Meeting. The Arizona Department of Revenue has formed a special Oversight Commission. They are planning a meeting for November 19<sup>th</sup>; they will go over what we need to report. Chief also passed around a page of calculations that he received while at the meeting, that shows where each individual District is at. Bob Eddingfield stated that he believes the two important things we have done in the past 3 years was to establish a Training Officer and a PIO. Especially utilizing the PIO during the last year has worked out really well and has shown a positive light on our District.

**C. DISCUSSION AND POSSIBLE ACTION – SUB-COMMITTEE FOR ANNUAL EMPLOYEE AWARDS:** **Motion** was made by Matt Robertson to appoint the Chief to put together a Sub-Committee for the Annual Employee Awards. Second was made by Ken Bishop. **Motion** carried unanimously. Bob Eddingfield and Ken Bishop will be the Board Members on this Committee.

**F. APPROVE OF THE PURCHASE OF STAFF VEHICLE:** **Motion** was made by Matt Robertson to approve purchase of the used 2008 Chevy Tahoe 4x4 from AEP in the amount of \$39,426.62. Second was made by Bob Eddingfield. **Motion** carried unanimously.

**D. APPROVE OF THE EMERGENCY RESPONSE BILLING – RESOLUTION 2009-10:** **Motion** was made by Ken Bishop, to approve the Emergency Response Billing Agreement Resolution 2009-10. Second was made by Gerald Shanks. **Motion** carried unanimously.

**E. APPROVE THE CORRECTIVE ACTION/DISCIPLINARY PROCESS POLICY:** **Motion** was made by Bob Eddingfield, to approve the Corrective Action/Disciplinary Process Policy as written. Second was made by Matt Robertson. **Motion** died. After more discussion between Board Members some changes are needed. **Motion** was made by Gerald Shanks to table item until the next Board Meeting. Second was made by Bob Eddingfield. **Motion** carried unanimously.

**I. DISCUSSION OF BELSANTI IGA:** Chief reviewed with the Board Members that the City of Cottonwood has already paid the bill presented to them of \$8,686.41 which was miss-calculated and \$1,292.86 will be refunded for a corrected billing of \$7,393.55. This payment is for service until October 1, 2010, and it did not sound like they would be asking any reimbursement. Discussion followed on other possible annexations, how to work with the respond to other moves taken by the City of Cottonwood as well as other entities that border or are within our District.

**BOARD MEMBER COMMENTS:** Dick would like Chief Moore and Board Member to come to the next meeting.

**ADJOURNMENT: 1:58 PM**

**BOARD CLERK:** \_\_\_\_\_ **DATE:** \_\_\_\_\_