

MINUTES

REGULAR MEETING OF VERDE VALLEY FIRE DISTRICT BOARD OF DIRECTORS, HELD SEPTEMBER 28, 2010, AT STATION 32, 1120 SOUTH PAGE SPRINGS ROAD, CORNVILLE, AZ.

MEETING CALLED TO ORDER: 10:00 AM

PRESENT:

Dick Dobbin
Ken Bishop
Matt Robertson
Bob Eddingfield
Gerald Shanks - Absent

STAFF:

Chief Jerry Doerksen
Assistant Chief Flummer
Debbie Lewis

APPROVAL OF AGENDA: **Motion** was made by Bob Eddingfield to approve the agenda. Second was made by Ken Bishop. **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 August 24, 2010. Second was made by Ken Bishop. **Motion** carried unanimously.

SCHEDULED PUBLIC APPEARANCES: NONE

CALL TO PUBLIC: NONE

REPORTS: Chief Doerksen reviewed Financial, Chief's, Assistant Chief's, Administration, Training, Captain's and PIO's reports.

DISCUSSION AND POSSIBLE ACTION:

A. REVIEW OF LEGISLATION, ISSUES AND OTHER ORGANIZATIONS OR AGENCIES THAT MAY IMPACT VERDE VALLEY FIRE DISTRICT: Chief Doerksen reviewed the purpose of this item being placed on the Agenda each month. Dick Dobbin stated the he has heard from the La Provada neighbors that Cottonwood is looking at annexing Verde Santa Fe.

B. DISCUSSION AND POSSIBLE ACTION TO IMPLEMENT AND STAFF AN INTERIM STATION AT VERDE SANTA FE (VSF): Chief Doerksen reviews the information collected for the possible interim station at Verde Santa Fe. Chief Doerksen also reviewed the Shift Coverage Plan. Dick Dobbin asked if the property owner on Hidden Ridge would be interested in a 2 year lease. Chief Doerksen stated that Chief Flummer is working on this. Chief Flummer stated that he spoke with the Property Manager and they stated that the homeowner is currently looking at this option. Chief Flummer stated that we are trying to do this with minimal upset within the community. Ken Bishop stated that it appears that a lot of thought and research has been done. Ken Bishop asked about the rotating of stations. Chief Doerksen stated that we would put personnel that wanted to be there and that they would be good to do PR with the community. Bob Eddingfield asked if there is going to be any problems picking up 7 more reserves. Chief Doerksen stated that we should be able to get at least 5 reserves that can be very active with our District. Dustin Chambliss stated that the college has around 25 people graduating every 6 months. Matt Robertson stated that staff did a really good job putting this together. Matt Robertson stated that he doesn't see that it can be done any better than what staff has done in this presentation. Chief Doerksen stated that he is trying to get this interim station open by January if possible.

Motion was made by Ken Bishop, to accept the staffing plan for a Station at Verde Santa Fe and to implement an interim Station to man until a permanent Station can be built and staffed. Second was made by Matt Robertson. **Motion** carried unanimously.

C. DISCUSSION AND POSSIBLE ACTION UPDATE REGARDING PROPERTY FOR A FIRE

STATION AT VERDE SANTA FE (VSF): Chief Doerksen updated Board regarding property for a Fire Station at Amante at Verde Santa Fe. Dick Dobbin asked if we got the mailing list from the Property Owners Association. Chief Doerksen stated that the list was received and that he will have personnel also go out and talk with people in the community. Chief Doerksen stated that he has been in contact with the property owners on Tissaw Road and we have that on hold if we decide we want to pursue this property at a later date. Ken Bishop stated that the Amante property is a prime location for the new Fire Station. Dick Dobbin asked if we have received the title work yet. Chief Doerksen stated that the title search has come back and it appears to be clear. Dick Dobbin stated that this is a good thing and has spoken with people in the community as well.

Motion was made by Ken Bishop, to direct staff to take action on the study and acquisition of the property at Amante at Verde Santa Fe. Second was made by Dick Dobbin. **Motion** carried unanimously.

D. APPROVE BID FOR INSTALLING A MICROWAVE LOOP FOR A VERDE SANTA FE FIRE

STATION: Matt Robertson asked what type of situation we were placing ourselves by not going out to bid. Chief Doerksen stated that this is in the best interest of the community and that this is a single source vendor. Matt Robertson asked if the cost of a few thousand dollars will be the cost to move this microwave from the interim station to the new Fire Station once it is built. Chief Doerksen stated that the estimate is a good estimate for moving the microwave. Ken Bishop asked if this will have any effect of the community as far as reception.

Motion was made by Dick Dobbin, to award the contract to install the microwave connection for the Verde Santa Fe Station to Merit Technology Partners for \$17,714.78. Second was made by Bob Eddingfield. **Motion** carried unanimously.

E. APPROVAL OF POLICIES: Chief Doerksen stated that the Harassment/Sexual Harassment policy is pulled for approval in today's meeting and will be brought back at another Board Meeting. Ken Bishop asked Chief Doerksen to define who was considered Admin. Personnel on the Holiday Policy and how this will work with individual employees that work different hours per day. Chief Doerksen explained the different timeframes that Admin. currently works. Chief Doerksen gave a brief overview of the proposed updates to the following policies.

- Code of Employee Relations – No Changes
- Residency Requirement – Eliminate the residency requirement for all personnel except Chief Officers. Employee justification from Kristen Johnson attached. The Committee had a lot of discussion on this policy.
- Holidays – Change administration holiday hours from 8 to 10 so admin get the full holiday off.
- Equal Employment Opportunity – Add Assistant Chief and process for a complaint against the Fire Chief.
- Open Door Policy: Solving Employee Concerns – Change Complaint/Appeals Procedure to “Grievance Rights”.
- Uniforms and Grooming Standards – Multiple updates to match our community that we serve.
- Sick Leave – Add Admin part-time employees and correct spelling on PSPRS.

Dick Dobbin asked Chief Doerksen to tell him who was on the Policy Review Committee.

Motion was made by Matt Robertson, to approve the Code of Employee Relations, Residency Requirement, Holidays, Equal Employment Opportunity, Open Door Policy: Solving Employee Concerns, Uniforms and Grooming Standards, and Sick Leave policies presented by the Policy Review Committee. Second was made by Ken Bishop. **Motion** carried unanimously.

F. SAFER GRANT APPLICATION APPROVAL – RESOLUTION 2010-05:

Motion was made by Matt Robertson, to approve of Resolution 2010-05, requesting funds to help pay for the costs of three new firefighter positions from the SAFER Grant. Second was made by Ken Bishop. **Motion** carried unanimously.

ADJOURNMENT: 11:58 AM

BOARD CLERK: _____ **DATE:** _____

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