

MINUTES OF THE  
BUCKSKIN FIRE DEPARTMENT DISTRICT FIRE BOARD

5/22/17 –**Open Meeting** Minutes to be approved at open public meeting on June 28, 2017. A public Open Meeting of the Buckskin Fire Board was convened on May 22, 2017 at 9:05am in the classroom of Station I of the Buckskin Fire Department located at 8500 Riverside Drive, Parker, AZ 85344. The following matters were discussed at the Open Meeting. The Board may vote to go into Executive Session pursuant to A.R.S. §38-431.03.(A.3) on any item of the agenda.

1. **Call to Order:** 9:05am

2. **Roll Call:**

Members Present: Chairman Jeff Daniel, Secretary/Clerk Wayne Posey, Board Member Glenda Gerson (via conference call), Robert Gory, and Don Rountree.

Staff Present: Chief Chris Chambers

Guest Speaker: Brenda Tranchina (via conference call.)

Public Present:

3. (Discussion and Possible Action): **Discussion regarding newly created job description for the Fire Chief position** by Brenda Tranchina with Human Resource Strategies, LLC. Possible action to approve job description and approve moving forward with the process. Chairman Daniel: Discussion turned over to Brenda Tranchina. Brenda Tranchina: Has everyone had the opportunity to review the draft job description? Board members replied yes. Brenda asked if the board has any feedback. Glenda Gerson requested to make a statement and Chairman Daniel replied yes. Glenda Gerson: After reading over this many times, as far as I'm concerned, about 98% of this job description fits Chris. Chairman Daniel then proceeded to ask Wayne Posey if he has any comments. Wayne Posey: Under supervision exercise, I am proposing a change there. We probably have three budgeted fire captain's positions, and we do not have a separate training captain's position, so I would like to delete that. We have three captains and a full time office administrator. Brenda to clarify, you want it to say three shift fire captains or three fire captains? Wayne Posey: Three shift captains. Under minimum qualifications, it says prior experience in preparation and administrating budgets in excess of three million, with the exception of the Safer Grant this year which is going away, the budget is usually less than two million; so I would like to like to make that correction there. Another question, 15-years' experience, is that normal for this size of department? Brenda Tranchina: The experience and education is something I really wanted to discuss. 15-years' experience is kind of common. We can cut this back. It depends on what level experience you are looking for. We should really discuss the Chief Officer level. Smaller departments may not have a BC or Assistant Chief level. I put in Bachelor's degree at a minimum. It used to be that you didn't see that. Over the last ten years or so we have seen more of an emphasis placed on formal education in the fire service and many departments are requiring a bachelor's. Larger departments often requiring master's degree. It may even behoove us to put that we may consider a combination of education and experience for someone who may not have completed a bachelor's degree but has an associate's degree and good experience we may want to consider them. Don Rountree: On the bachelor's degree can you change it to equivalent? Brenda Tranchina: In smaller departments we may put and/or an equivalent of education and experience. Wayne Posey: I have seen it written both ways; an AS degree but preferred a bachelor's degree. Brenda Tranchina: It is really up to the Board. Don Rountree: If we can't get enough people to apply with those requirements, then we would have to go back and change it so that we can try to get the people that aren't as educated. Another concern is that sometimes the most educated people come from Fire Prevention and they don't have the fire background. In our area, we need a Chief that has command and training experience because we are a small department and the Chief has to be involved in training. I don't know how you feel about that. Brenda Tranchina: I think it's critical and every district is different. It's based on your structure

and I assume your Fire Chief responds to call regularly. There are a lot of Fire Chief's that almost never go on calls. As small as you are, I would imagine your Fire Chief will respond to calls and we would certainly be looking for someone who has the command experience. One of the application pieces will be a supplemental questionnaire and I want a question with their training experience to get a feel for their fire and EMS training experience. Chief Chambers: This is pretty old school, I don't see executive officers, CFO training and that's what relates to the fire service and not just a bachelor's degree in any subject. Brenda Tranchina: We can put preferred qualifications once we identify the minimum qualifications, if we say a bachelor's is a minimum and put a category that a master's is preferred, and put something about EFO or CFO designations as preferred qualifications. Chairman Daniel: I think the consensus of the board is on the bachelor or associate degree with the background and also change it from a 15 to maybe a 10 year and see where get. I don't want to limit ourselves to minimum qualifications. Brenda Tranchina: Why don't we indicate a minimum of an associate degree, a preferred qualification is a bachelor degree and a minimum of 10-years' experience including a minimum of 5-years' experience in Fire and EMS administrative management at an officer level. Chairman Daniel asked the board if they are ok with this and they replied yes. Wayne Posey: I'm not sure what "meets BFD physical standards is." Brenda Tranchina: A lot of departments have their Chief go through the pre-employment physical exam that fire fighters go through. Chief Chambers: Yes, we use Phoenix Fire and we use their tier system. We also do the training for Wildland, so this will be up to the board. Brenda Tranchina: Historically have you required this of the fire chief. Chief Chambers: Yes. Brenda Tranchina: It's a bit unusual, but if it's what you need. Wayne Posey: This is a high level administrative position, obviously he's a chief and he should be able to pass a physical requirement as an incident commander on the field, but we don't expect the chief to be the first one in obviously. He's there to set up the command center. My recommendation is to look at those qualifications but not limit our ability to recruit for this position. I think the Board's priority is more of an administrative chief position and then secondly a first responder. Brenda Tranchina: I think the Wildland would limit you and I don't think you're going to use your Chief for Wildland roles. I don't think you're going to want your Chief to go out on 14-day deployments. Don Rountree: We can always change qualifications? Chief Chambers: We are going to be down 2 men at both stations in February 2018. There is a great chance that when we go to a fire that the chief will be wearing an air pack and going in. There is no way not to rotate out. Brenda Tranchina: Meeting the BFD physical standards is fine but I don't think we need to require Wildland cert. I can even list Incident Command course work if you would like. Wayne Posey: Physical demands; it says to occasionally be able to lift up and move 100 pounds. Is that typical for that type of position? Brenda Tranchina: It is if you are going to require your fire chief on scene; he may need to lift a patient, he may need to assist one of the crew on scene. Chris maybe you can respond to this question. Chief Chambers: Yes, if you respond to a full arrest, initially there are usually just a few guys on scene. Chairman Daniel: This can actually be direct to the board members; Wayne Posey briefly touched on the point are we looking for an administrator, are we looking for someone who is in the trenches, or are we looking for both? Can you give us some feedback on the candidates you had before? Brenda Tranchina: I have seen both. I had a guy who blew the process out of the water and had not been in the trenches, but had the skills to function at that CEO level. He had not been a fire command officer but had heavy EMS. In that instance the department decided they wanted someone with more command experience. I think you're going to have to have a hybrid; someone who can come in there and work on the budget, handle things administratively, politically but also by the sheer nature and size of your department, you need somebody that can be in the trenches if they have to be. Hopefully you have strong captains that can run the day to day scene and it sounds to be that you need a chief that can go out and be on scene. Glenda Gerson: You are exactly right Brenda. As Chief said by mid-February we'll have two men engines, and Chief can tell you how many times he had to be in charge and do what all the other guys do. We are a very small department and that's just part of the job. Chairman Daniel: Back to the minimum qualifications, I just don't want to limit ourselves if we possibly can. Chief Chambers: You can't limit yourselves. You'll have a rough time getting someone to come down here that has a while left on their career that's going to be at the mercy of a fire board. If they have six, seven years before they retire, and they are in PSPRS, that's a big decision for them to make. Don Rountree: Some of these issues that we are dealing with; moving them over to desirable would take care of most of that, would it not? Brenda Tranchina: Yes it would. We need to define everything.

Don Rountree: In our circumstance, our chief officer has to be a command officer. It's not even a maybe. This also brings up residence. Do we want a residency requirement? Chairman Daniel: Chris, when was the last time you started an IV on someone? Chief Chambers: Probably a few weeks ago. Glenda Gerson: A few years ago with the sewer fire, did you feel you needed to be there and lead all the different departments because you had CRIT, Parker, and Havasu Fire. Chief Chambers: Initially on that fire, I was there the same time Captain Pellerin and Byrd got there, so initially I was hooking them up to the hydrant, pulling lines and wearing a pack. Glenda Gerson: I'm just making that point what it took with everybody and you were ready and able to do it. We usually get two people from CRIT and four from Parker. They are really good about responding. They are on automatic aid with us. Wayne Posey: We can go around and around with this. Can we do what Don Rountree suggested and put highly desirable to have command experience. Brenda Tranchina: Let's talk about residency; do you want them to live within a certain amount of miles, or minutes? Chief Chambers: Right now our residency is within 40 miles of the district. That would mean they can live in Parker or Lake Havasu City. A lot of our guys live in Havasu. Don Rountree: So the regular duty personnel have a 40 mile residence requirement. The difference is when they are off duty; they are not required to show up here. Captain Pellerin: No, that's not really true. They all carry pagers. Wayne Posey: Is that 20 miles in each direction? Chief Chambers: No, it's almost to I-40. Wayne Posey: I am not interested in getting involved to change the fire departments standards at this point. We don't want to make something shorter and inconvenience the existing staff. I think basically it's up to the discretion of the Board. Brenda Tranchina: Some districts believe that they should live within the boundaries from a political standpoint. When the fire chief is actively involved in setting budgets and tax rates it's going to affect him or her as well. Some districts say that's not reasonable given our area as long as they can respond within a reasonable amount of timeframe. I don't think you have to have the residency the same as everybody else. Wayne Posey: I know we currently have this mileage thing, and the 40 seems way too far, would a 30 minute response to the fire department's boundaries; that would cover Parker, Havasu and Big River. Gives you a lot more area as far as establishing residency. Chairman Daniel: I would like to see the individual live within our district because they will be effected by the taxes and what's going on within our community, and depending on where they are coming from, give them 6 months to a year to relocate to our district rather than having a chief who lives in Havasu when it's not affecting him whatsoever. Glenda Gerson: I agree with you Jeff. Chairman Daniel: We can discuss this in the interview, and they are moving, they can be informed that the Board has directed they live in district, but are willing to give you a timeframe to relocate. I feel he needs to live in the district. Bob Gory: I agree. Don Rountree: I agree with them. Can we also put that in desirable category so we have room to negotiate? Brenda Tranchina: You need to identify your expectation and you can give some flexibility. I get a sense that you want someone who is committed to your district and not just the timeframe to respond, but the community presence and community involvement, the commitment shows the district with trying to raise the taxes that this person is affected by it as well. I think we need to come to a consensus. Chairman Daniel asked for a consensus; Glenda Gerson, Bob Gory and Don Rountree agreed; Wayne Posey: I think it should include the town of Parker and those types of areas where housing is a little more reasonable. Bob Gory: Chris, do we have any guys working part time from Havasu here? Do we share? How does that work employment work? Chief Chambers: They work shifts. Bob Gory: We just borrow people from them when we need it? Chief Chambers: No, we have two guys we use. Bob Gory: Do we swap people around? Chief Chambers: No, we have our mutual aid agreement with Havasu, but we use just these two guys. Brenda Tranchina: Is there an IGA or are they part time and you pay them directly? Chief Chambers: There's no IGA, we pay them directly. Brenda Tranchina: It sounds like a lot of you said you want them to live within the boundaries. Wayne Posey: I think it's going to limit our recruitment because the high cost of housing in this area. I think it's what we truly want for this position. As long as they can respond in a reasonable amount of time, I don't think living in Parker or outside of those areas is critical. We have qualified Captains that are on shift. When Chief's not here Monday – Friday, I think they are empowered to be the first ones who show up and make those decisions and I think it give the Chief plenty of time to respond. I don't we should limit the scope of where affordable housing is at, but I will go with the consensus of the Board. Brenda Tranchina: Is housing expensive? Bob Gory: Yes it's fairly high. The town of Parker is one square mile and it's not going to grow. It's within the reservation. The Parker Strip is 4 ½ miles from town and its expensive housing, more

of a resort type. This is why a lot of the teachers live in Havasu. Chairman Daniel: Maybe we are over thinking this. We have talked about other areas, to bring in people with minimum qualifications, but maybe as Wayne stated it would be okay if they're out of district as long as there is a certain timeframe in responding here. Bob Gory: Can it be a directive for the new chief to start programs for the future is have most of our people located in an area here. Chairman Daniel: Then we are going to limit ourselves to fire fighters here and we will lose half our guys. Chief Chambers: A lot of our guys are moving from here to Havasu because housing is so much cheaper. Brenda Tranchina: You may not want to be so restrictive and make it a minimum requirement. You can say that district residency is preferred, but out of district within a certain timeframe, and also to be accountable to the community. Glenda Gerson: Brenda you need to realize the logistics here. If you lived in the first little community there is nothing between there and Havasu. From the outer area you can make it in 20 minutes. Wayne Posey: We also have Blue Water Lagoon, Big River, the town of Parker where housing is a bit more reasonable. They should be able to get here within 20 minutes. Brenda Tranchina: 30 minute response time and residency within 6 months? Board members agreed. Brenda Tranchina: Let's move onto the salary range. Wayne Posey: Asked for a salary range and step scale. Brenda Tranchina: Do you adopt an annual weight scale that has steps in place for fire fighters and Captains? Wayne Posey: I believe so. Brenda Tranchina: Some departments have their Fire Chief's position on the weight scale and some do not. It's just negotiated by contract with the Board. Do you intend to have a contract with the Fire Chief? For the purposes of the recruitment, we need to hone in on a salary range, a set salary or salary range based on experience. Some departments have step range. Chief Chambers: We have never had that and we budgeted \$88,000 this year. Brenda Tranchina: \$88,000 for this upcoming fiscal year? Chief Chambers. Yes, that is what I make so we left it the same. Brenda Tranchina: Have you had a fire chief contract in the past? Chief Chambers: No. Brenda Tranchina: Are you going to make the Fire Chief subject to all the rules, benefits etc., etc. as all the other employees have? Wayne Posey: I think that's up for negotiation. Chief Chambers: We have them in for the same benefit package as employees as for health insurance and PSPRS. Brenda Tranchina: What do you pay for your health benefits for your employees? Employee only, do you pay for dependents? Chief Chambers: We pay 100% for the employee and 80% for the dependents. Brenda Tranchina: Wow, you guys are generous. Chief Chambers: The board did this because we were having a hard time retaining people. Fire fighters vacation is based on years of service, administration is a little different and basically accrual basis. We allow them to use them up front, but if they leave and have used more days than earned, it is deducted. Brenda Tranchina: Did you know that effective July 1<sup>st</sup> that there is a new law that goes into effect on earned paid sick time? That will require some amendments to policy. Full time, part time, temporary, any paid employee will earn 1 hour for every 30 hours worked up to 40 hours of sick leave. If you have sick leave or PTO that exceeds that, that's great and you do not have to give them more, but it is treated differently and tracked differently, listed on their pay check, there are different circumstances they can use it. Let's get back to the salary. What does the Board want to do with this? Don Rountree: Looking at these numbers here the base wage that the Chief is being paid now is \$73,208, is that correct? Chief Chambers: There is no Chief on there. I'm being paid \$88,000. Brenda Tranchina: \$88,000 is a bit low and you will find a battalion chief or assistant chief who is making more than that coming from larger departments. This may limit you if you are locked into \$88,000 as your max. Most fire chief you're looking to pay more than that. Wayne Posey: I'm recommending a salary range from 85,000 to \$105,000 depending on qualifications. Let's say someone comes in here that has retired and doesn't need medical benefits. You want to be able to provide them with the compensation if they don't take medical or retirement, or something like that. It would be a compensation package if they take the benefits or not. Chairman Daniel: Is \$85,000 to \$105,000 feasible? Brenda Tranchina: Yes it is feasible but I do think the \$85,000 is low and you need to be prepared to pay on the higher end on that. Is it the consensus of the Board for a salary range of \$85,000 to \$105,000 depending on experience? The consensus was yes. Brenda Tranchina: Tell me what you are really looking for in a fire chief, what are the traits, why are we here today? Describe your ideal fire chief. Glenda Gerson: Everyone knows how I think. I would be interested to hear what Jeff and Mr. Posey, what they are exactly looking for. Wayne Posey: I would be happy to. What I am looking for as a board member is the balance between community and the fire department. As far as being able to manage and administrate a fire department that meets both the residents, the weekend warriors we call

them provide services to them when they do come out a safe environment and also provide that same benefit, EMT medical response to the elderly out here at a reasonable cost. This fire department is fairly an expensive fire department when you look at the service boundaries; we have maybe 2300 full time residents, most the other people come in on the weekends, but what I'm, looking for is a chief that can be innovative, that can manage the budget, and present a budget to the Board that we can be confident that the tax payers have those benefits that are going to be paid through. My other thing I'm looking for is a relationship with this Board, a relationship that we have a trust level between the Board and that Chief, that moving forward and doing what needs to be done and obviously addressing those concerns, but by also providing a fully functional fire department to provide the benefits to the tax payers. What we don't want, what I don't want is a Fire Chief that gives away free services to other areas, other counties, other private and public agencies. I feel that it's the Chief's role to ensure that every dollar that gets paid to this fire department is utilized effectively as possible. Those are my main two concerns I want to have in this chief, can be an administrator, a writer, present information to the Board so we aren't second guessing information and the facts are being presented. Somebody that the Board can trust obviously. We can move forward with this fire department and provide the same services or better to the residents, but to also realize the direction we are going. This unfunded liability is really bugging me as far as the debt. The financial situation of this fire department. Hopefully they can get a line of credit with Chase Bank based off of their audit. I'm not sure not sure if they are going to be able to or not, but the financial condition of this fire department is very poor at this point and has been going downhill for many years. So that's what I'm looking for, someone coming in here, pulling this fire department up, be able to provide the oversight for the Board so that the Board doesn't have to pay that much attention to this fire department. We want someone here that can just take the reins and go with it for the Board to have that trust. Don Rountree: I don't have anything. Bob Gory: That's pretty good. It covers a big scope. Chairman Daniel: Did you hear all of that Brenda? Brenda Tranchina: Yes, does anyone else have anything? Chief Chambers: Yes, I would as the Chief. Most of the Board members here have never been to an AFDA Conference, so when he says we are in poor financial difficulties, our PSPRS went down from 47 to 34.96. Since you deal with all the districts, is there a district that you know went down that much Brenda? Brenda Tranchina: Not that I know of. Chief Chambers: Our PSPRS just went down... Wayne Posey interrupted Chief Chambers. Wayne Posey: Chris, we aren't here to argue this. I will be presenting this in the budget, then referred to a graph he made and asked when is it going down. Chief Chambers: I'm just telling you that we no different than any other fire district in Arizona. Wayne Posey: That doesn't matter. Are you going to run this fire department to the ground because of that, because you're no different? Chief Chambers: No we are paying down our unfunded liability... Wayne Posey interrupted. Chris, I will give you a presentation during the budget. Chairman Daniel: Brenda, I think you have gotten some information on what we are looking for. Brenda Tranchina: I would like to hear from other Board members on the traits you are looking for that your district needs or is lacking? Chairman Daniel: Bob Gory has been on the Board and this is my second term. Don and Wayne it's their first but have been very involved within the community. Do you have any other comments Bob that Wayne hasn't stated? Bob Gory: I'm in the real estate business and I hear a lot of people that come in here and that do own property here, they consider their tax rate. That's the biggest thing they look and the biggest thing they come to me with. If there is any way that we able to work on this issue and we do have some problems around the fire department, the retirement deal and that's a big deal in the background and everything we get into an issue I see that large number looming in the background, but I want to make sure that we have somebody that's onboard that's taking care of that. I don't want to wait for a year from now and have somebody come in here and say gee-wiz we should be doing this. Seems like we should have been doing something for quite a few years now. I want to make sure the new Chief administrating can take care of this. My biggest thing is administration and I would think the fire department thing is important also, but it has to be on an even keel and you have to be able to manage it whenever you get it. Don Rountree: If I had to sum it up, it would be along the lines of a Fire Chief that has the ability to administer 100% of the administration, administer 100% of the training and requirements at the lowest possible cost to our residents. At the same time, I would also like the new Fire Chief to come in here and make this department grow into an even better fire department and at a reduced cost per tax rate. Chief Chambers: Brenda, just so you know our tax rate is at \$3.00 this year. Brenda Tranchina: What's your call volume?

Chief Chambers: 800 calls last year. Brenda Tranchina: You said you have 2000 – 2300 full time residents. How many visitors do you have on the weekends? Don Rountree: Tens of thousands. Chairman Daniel: On a big weekend we can triple it or more. As Bob mentioned on a dollar amount, we are in a resort area and our big influx of money. Much like Prescott or something like that. Brenda Tranchina: Is there much commercial? Chairman Daniel: Mostly bars, a few hotels. Glenda made a comment and what I'm looking for, and I've said this numerous years, I look at the district as a business, a business to take care our clients and I look at them as our residents for medical needs and concerns. We have a boat that we use on the water and we have a large area that we have the responsibility to take care of for such a small community. I'm looking for a change within the district. I have brought this up a few years ago that we needed a change. It has nothing against Chris, we have sat and spoke about it and I'm a very direct individual. I'm looking for leadership, someone that is not a "Hitler, a dictator," I'm looking for someone that manages the people in a fair fashion but can also come down to a meeting and give us all the information we are requesting at one time. It is a very difficult job, but I am looking for a change within the district that can manage the work load within a district and also the budget and come out with a reasonable budget. Like Don had said, hopefully we can continue to grow within our means of our budget. Bob Gory: I'd like to go back and give a little more history. When I first moved in here, we talked about the 5500 parcels for taxing, and that number has not changed in the last 30 years. We don't have any more property, no growth. We are at the point that we are stifled at the Federal Government, the State and also by the Tribes. So the same amount of people are being taxed and there is no addition to the properties. We are not annexing anything so it's very hard to say that we are going to grow and we need this or that. Nothing is growing here and we are hitting the same people as far as the taxes are concerned. That has been a big issue here. It's very hard to explain that to people when they come up here. I guess we just got to live with it. The reason this Board was formed was because the tax payers didn't feel that they were being represented correctly. The Board has been trying, sometimes successful and sometimes not, through the word that I'm getting is that the Board isn't doing its job. They just see their taxes going up. We do not have any other industry other than tourism. I'm hoping we can get some unity between this Board and the new Fire Chief administratively. We can build up some taxes and take of some issues we need to take care of. Don Rountree: In less than 3 weeks, we have the tube float. Right now we are expecting a minimum of 10,000 floaters and planning to take care of 20,000 floaters. Memorial weekend that number will be even bigger. Glenda Gerson: In the winter we have a huge influx of senior citizens. This becomes huge and our fire department has a lot to cover. Where I live there is 146 lots and most of the homeowners are senior citizens as am I. We depend on the fire department. The district depends on the fire department. In the future from what I understand, is that the fire department is going to take on an even larger commitment for helping people from a medical standpoint. Bob Gory: I don't know about that. Brenda Tranchina: Larger impact meaning what? Glenda Gerson: We are being told that the government is going to change, when you go to the hospital with social security, and using the fire department to check on residents. Chief can you elaborate more? Chief Chambers: Glenda is talking about the Community Paramedic Program. We are getting close to going online with the program and we have a special medical group that we go through. Brenda Tranchina: How many square miles do you cover? Chief Chambers: 18 miles, 2 stations, staffed. We our guys plus we have 14 Safer Grant guys who will be going away next February. They run with engines, and we have a water tender at both stations. We have a fire boat at the main station. We have very few hydrants in our area. We have been working on our ISO. When I started here we were a 8-9 and now we are a 55Y. All of our guys are dive and rope certified. Bob Gory: Do you work with any fire departments that also work with the ambulance association somehow? Is there a way to combine the two and give the tax payers some relief? Brenda Tranchina: Trying to get into the ambulance business is a huge under taking and requires going through legislative thing, and an application for a CLN certificate with is quite lengthy and costly. The department of health services will also need to make a determination whether or not it makes sense for the district. Often times private ambulance companies will fight that. I know of a district that went through the process and spent several hundreds of thousand dollars and did not succeed. We are seeing some innovation in terms of partnerships where some of the fire departments are housing an ambulance and their crews in their station. Residents are getting rapid response from the ambulance company. This is some of the innovations and creativity that you need in a chief to start exploring options. Bob Gory: That's kind of what I

was thinking that you share and relief to some taxation. Brenda Tranchina: Have you and the Board developed a strategic plan? Chief Chambers: No. I have tried to do that for quite a few years but no, we do not have one in place. We go over it though. Don Rountree: I missed that. What kind of plan. Chief Chambers: A strategic plan. 5 years, 10 years. Brenda Tranchina: Do you have strategic goals you are working on as an organization? I ask because I like to publish them if they are in place to let the candidate know what the strategic priorities are. If you don't have one, that's ok, but I was wondering if the Board had set down and identified what they would like to focus on in the coming timeframe. Don Rountree: I would actually like to see that, both long term and short term strategic plans set up for this department. Chairman Daniel: Is there anything else you would like from us? Brenda Tranchina: Let me go over my notes. What is your 2017/18 budget going to be, 2 million? Chairman Daniel: 1.8 million but we are still working on it, finalizing it. Brenda Tranchina: In the coming weeks, putting materials together and getting it to a graphic designer and looking at having it posted no later than June the 7<sup>th</sup> and closing it by July 18<sup>th</sup>, and having the assessment center around the first two weeks in August. You will be able to make a decision by mid-August, and hopefully have someone in place mid-September. I just wanted to give you the layout and see if it's okay with you all. The Board all replied yes. Chairman Daniel: Let's move to item number 4. Wayne Posey: Mr. Chairman, can we move item 7 up so we can get start addressing some of the other budget items? Chairman Daniel: If we have the consensus of the Board to move up item 7.

7. (Discussion and Possible Action): Discuss/review Budget Planning FYE 2018 and possible approval of budget for the purpose to post on the Buckskin website and in public locations. Chairman Daniel turned the discussion over to Chief Chambers. Wayne Posey: Before we go there, I would like to go over a couple of things. We spent an in-depth overview of the budget the last meeting, and I just want to point out. At the last Board meeting I was obviously concerned about the unfunded liability. The number that was in there and I believe it was dropped down to 353. The first sheet I'm presenting to you today is actual value of the assets in yellow and the red is the actuarial accrued liability, what they need to have in there in order to pay all future retirements. Since 2003 you can see that delta which needs to be made up at some point. The second page shows what has been paid out in benefits up to June 2016. Chairman Daniel: Wayne Posey where did you get this information from? Wayne Posey: PSPRS documents. It's public information, the most recent information. It's Buckskin Fire Departments AZ Public Safety Retirement System, basically the bible. They make one for every agency. I have highlighted what was paid out last year. \$364,454 in retirement benefits last year. In addition to that, Cramer is retiring and I estimated that around \$60,000, meaning there's going to be \$425,000 being paid out of that fund next year. The next page, it shows there are 9 retirees being paid out and the value of those retirement benefits is around \$4 million dollars. The next page shows employer contributions and retiree medical information. This is the recommended annual contributions. This is something the Board needs to be aware of so we don't get into the same problem as the pension plan. We need to make sure we don't get under water with those retirement health benefits. So what I'm proposing is based on what we are paying out, and based on our unfunded liability, our unfunded liability increased by \$200K for 2015/2016 even though there was Safer Grant contributions going in there for part of that fiscal year. I'm proposing changing the retirement number to \$425,000 which basically captures what is currently being paid out today. The second number I'm looking at is pending year sick leave. After going back and forth between the various spreadsheets, it was realized that there was a misunderstanding of the number represented on the budget. The accrued sick leave is one item that will need to be reconciled by June 30, 2016 and the number represented on the budget is for the new fiscal year sick leave which needs to be funded. Funds are needed to cover the reserved account which will be calculated once we know how many days the employees will be rolling into accrued sick leave. The other number represents the current amount needed to cover sick leave for the new fiscal year. They are two separate calculations. Wayne Posey: Vacation coverage overtime and unscheduled recall budget lines were discussed. Chief Chambers informed Wayne Posey that he had cut the recall budget last year. We also need staffing for the boat on holiday weekends and the tube float. Wayne Posey: Go to the top. 14 firemen, chief and one admin position. Chief Chambers: It should be 15. Wayne Posey: Tell me what the 15 people are. Chief Chambers: 12 firemen and chief and 2 admins. Wayne Posey: Explain this to me. Last year's budget was approved with 11 firemen, 1 chief and 1 admin, then the board

decided to bring in one part time admin. What does this include? Chief Chambers: It includes 12 firefighters, and 3 admin, the chief and the 2 ladies. Wayne Posey: Let me asked the question, what two ladies? Pattie Lonnee: Barbara and Barb. Wayne Posey: But one of them is part time. Pattie Lonnee: Yes, but the position is not supposed to be part time, it supposed to be a full time position. It used to be \$43,500 and a couple of years ago in order to drop the budget, we cut out 10 grand. It's at \$33 now and it's difficult to find someone to work for that money. We have Barb right now who is working part time, so the \$33,000 is covering her salary. Wayne Posey: So why doesn't it say 14 full time and one part time. Pattie Lonnee: Because it's supposed to be a full time position. Wayne Posey: Who says it's the second position is supposed to be a full time position? Pattie Lonnee: That's how it's budgeted. Wayne Posey: Not last year. Pattie Lonnee: Yeah. Wayne Posey: The Board never authorized this. Pattie Lonnee: It's always been in the budget since I've been here. Prior to me it was in the budget. Chairman Daniel: You are full time and Barb was going to be part time. Pattie Lonnee: I was supposed to have a full time spot. Chief Chambers: If you remember, we hired Mindy as a full time spot. The Board approved to hire Mindy as a full time spot. When she left, we cut the salary down by \$10K. Chairman Daniel: I thought she was a part time position. Pattie Lonnee: Not by choice. If she leaves, then it will be a full time position. That is what it was budgeted for and that was what was needed. Chairman Daniel: I thought it was a part time position to help you out. I think we need to bring it to the Board if we are going to make it a part time or full time position. Pattie Lonnee: She does not want to work full time. If you are talking about the position, that's a whole other thing. The position has always been budgeted as a full time position. Wayne Posey: Mr. Chairman, I would like to make a motion for the Board to approve the minimum contribution in the retirement fund for \$425,000 with a total of 14 full time employees, 1 chief and 1 admin, 1 part time with a budget of not to exceed \$1.8 million and direct Chris to bring the budget back at the next budget meeting to accomplish that motion. Chief Chambers: I need to show you guys... Wayne Posey: I have a motion on the table Chris! Chairman Daniel: Okay, there has a been a first to make the changes that Mr. Posey has mentioned, is there a second? Bob Gory: I'll second it. Chairman Daniel: There has been a first and a second, any other discussion? Chief Chambers: Yes, we are up to \$3.12. Chairman Daniel: Wait a second Chris. Don Rountree: Clarification here. So with this number right here, what we talked about doing at the last meeting, we talked about paying the same rate that we were paying on the retirement part. We have to pay the 37% but we talked about keeping it at the 47+%, is this correct? Chairman Daniel: That's what we are talking about. Now we have another individual who is retiring and we had to add that into account. Wayne Posey: We are paying out more than we are paying in. Chairman Daniel: Right. Don Rountree: Can we do this and still decrease our tax rate to the citizens? What is this going to do us at the end? Chief Chambers: It has increased it to \$3.12. Don Rountree: So that's the tax increase for the citizens? Wayne Posey: My motion was no tax increase to the citizens. My motion is for staffing of 12 firefighters, 1 chief, 1 full time admin position and 1 part time admin position, a \$425,000 contribution to the retirement fund and a total levy of income not to exceed \$1.8 million, directing Chris Chambers to go back and bring a budget back to this Board to meet that motion. I don't want to sit around and discuss every line item, that's his responsibility. He needs to come back and figure out how to bring this budget back to \$1.8 million based on that motion. You should be able to do it. Don Rountree: So the \$353,000 is if we kept it at the percentage so we are talking about increasing it some more. Chief Chambers: Yes. Pattie Lonnee: This budget doesn't include whatever the chief is going to be paid. It is based on Chief Chambers' salary at \$88,000, so this is going to go up in addition to what just happened, based on me changing the chief position to the \$105,000. Wayne Posey: Well excuse me Pattie; no it won't because he won't be on board so we are going to save a couple of month's salary. So it shouldn't have any effect on the budget. Chief Chambers: So we are continuing to pay the 47%, so we are already paying \$90K in unfunded liability, and this is in addition to the \$90K that you are raising it up? Is that what you are saying? Wayne Posey: No, I explained it earlier. It's set at \$425,000 because that is what we are paying out in retirement benefits next year. How does your unfunded liability go down if you are paying out more than you are paying in? It's that simple. Chairman there is a motion. Don Rountree: I'm still discussing our case. What is the tax rate we are paying right now? Pattie Lonnee: \$3.07. Don Rountree: So this is coming out as a tax increase? Wayne Posey: No, not at 1.8 million. Chief Chambers: Don, what this means is that I have to cut another \$85K out of the budget. Don Rountree: Here is something to think about. PSPRS, it's kind of a double edge sword. If people know more about this,

please correct me. When the times are good, the percentage we pay goes down, and when times are bad they go up. One of the things that make it go up is not just retirement; they inherently lose money during bad times. Here is something to think about. If we give them \$100K, and they lose 25%, we have to pay back the \$25K too. Once you give them money and they start investing it... Wayne Posey: Then why have a retirement system? Because if you don't have the 25 in there... Don Rountree: It's a double edge sword. Here's a way to use the money wisely. We have a Type III engine coming in and if you direct money to an actual interest accruing account, you are going to save more money doing that. Wayne Posey: You're actually accruing interest on the liability. They accrued \$435,000 in interest last year. If you don't have the money in there, you're not getting the 7. Whatever it is. We don't have enough money in there, we only have 1.8 million. Chief Chambers: Unfunded liability is something that is projected for the future. If something happened to someone who is currently collecting their pension, the unfunded liability who change drastically.

Wayne Posey: Chris, we are only talking an extra \$20K over the budget last year. Chief Chambers: But what was budgeted last year wasn't completely spent. Wayne Posey: The Board authorized \$395,000 and that \$395,000 should be paid regardless what the percentage was. That's what the Board authorized and if we have to we can take it back for another Board motion. That money was budgeted to be put in that retirement and it needs to go in there. We are putting \$425,000 in there because we have another individual making more retirement than any of the other retirees because he's retiring at a current salary level. It's going to be around \$60,000 a year. So how can you pay out more? Chief Chambers: His retirement is already paid; he has worked his 20 years. Wayne Posey: Chris, Chris, basic math, we are at 1.8 million funded, if they are drawing out \$425,000 a year that never goes down. If we are only paying in \$355,000, there's a difference there, of math, a simple subtraction. Don Rountree: Let's go back. We are asking him to drop how much money out of the budget? Chairman Daniel: To go down to 1.8. Don Rountree: So how much money are you going to need to take out of the budget? Chief Chambers: \$85,000 Bob Gory: Where ever to make it safe and run a fire department. Don Rountree: Where are we going to make up that \$85,000? Wayne Posey: Under the vacation coverage overtime, possibly under the accrued sick leave, and possibly under the recall and unscheduled overtime. Chief Chambers: I can't cut those. Wayne Posey: Chris, we have 4 firemen at each station, why do you need to bring in more firemen on a holiday? Why? Live within our means, live within our budget. Don Rountree: During a holiday, the increased call volume. Lt. Weatherford, the boat had 31 calls by itself on the last holiday during one weekend. Chief Chambers: That is why we have a separate crew. Chairman Daniel: Okay, there has been a motion. Bob Gory: And a second. Chairman Daniel: We can do this for hours. Now there has been a first and a second. Glenda are you still there? Glenda Gerson: Yes. Chairman Daniel: There has been a motion to drop the budget to 1.8 and for Chris to come back to the Board with the new numbers. All those in favor say Aye. Wayne Posey: Mr. Chairman, that's with all the other stipulations and changes.

Ayes: 3, Chairman Daniel, Wayne Posey, Bob Gory.

Nays: 2, Glenda Gerson and Don Rountree.

Abstain:

Absent:

4. (Discussion and Possible Action): Approve Medical Insurance for 7.1.17 – 6.30.17. (Error, note 7/1/17 – 6/30/18). Chairman Daniel: Turn the discussion over to Chris. Chief Chambers: We presented at the last meeting to approve that number of \$216,000 to continue the same coverage that we have had up to this point. We just need to renew the policy this month. Wayne Posey: Mr. Chairman: I'd like to see what that coverage is. I'm a new Board member and I have no idea what medical coverage there is. Maybe Chris came bring it to the next Board meeting. Pattie Lonnee: Are you going to have another meeting before the 31<sup>st</sup>? Chief Chambers: I can go get it for you to show you. Wayne Posey: Let's do this at the next Board meeting. Chris you need to be prepared. You gotta give us this stuff a head of time. I'm a new Board member and I've never seen medical. Pattie Lonnee: Why don't you ask for it ahead of time? Wayne Posey: Because that's not the normal position of a Board member. You create a package and you put the back up in there. Pattie Lonnee: No, no.... I can't read your mind. Wayne Posey: I'm not talking to you, I'm talking to Chris. Pattie Lonnee: Well, he and I work together. I'm the one... why don't you... Chairman Daniel stepped in. Bob

Gory: We are talking about a budget, let's not get...please. Pattie Lonnee: No. Wayne Posey: All I'm asking is for backup. I'm a Board member and I should at least have a package in front of me to know what I'm talking about. That's all I would expect, everybody would expect that. Give us the information. Chairman Daniel: Do you want to go over it now or do you want to schedule another Board meeting. Wayne Posey: Schedule another Board meeting.

5. (Discussion and Possible Action): Emergency Reporting Systems. Chairman Daniel: Turned over to Chief Chambers. Chief Chambers: This is the presentation given last month by Captain Pellerin. This is just upgrading from the system we have in place right now. We cannot stay with the system we have right now. The additional cost is approximately \$5500. Bob Gory: I would like to see whatever we are talking about. It's always been a last minute thing that comes up out of nowhere, another 10,000 and I could look at it for hours, but I would like to get it and look at it at my office, if we are going to be spending that type of money. Chairman Daniel: Do we want to add this to the next meeting. Wayne Posey: I think we need more information. Don Rountree: There was talk about doing a full presentation if need be. Let's plan on that. Chairman Daniel: Can we have some back up paperwork with it also?
6. (Discussion and Possible Action): Attendees for the AFDA Conference, July 11-13, 2017 to register. Chairman Daniel turned discussion over to Chief Chambers: Chief Chambers: I just need to know who is going so I can register you guys for the conference. Chairman Daniel asked for the actual dates. Chief Chambers: They do not have the schedule for the classes out just yet, just the dates for the conference. Bob Gory: How many on the Board have to have this certification now? Glenda Gerson: Everybody. I think that you should go at least once a year because everything changes and you pick up more and more as you continue to go. Both Chairman Daniel and Wayne Posey stated they are interested in attending the conference. Bob Gory: Chief, when does the Safer Grant run out? Chief: February 2018. Bob Gory: Are they any more programs coming up that we are working on to get some extra money. Chief Chambers: You can put in for the Safer Grant again after it closes. We have the Homeland Security Grant and a few others we put in for.
7. Move up in the agenda.
8. **Call to the Public.** Consideration and discussion of comments from the public. *Those wishing to address the Bucksfire Fire District Board need not request permission in advance Pursuant to A.R.S. § 38-431.01(G), the Fire District Board is not permitted to discuss or take action on any item raised in the call to the public that is not specifically identified on the Agenda. 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 ask that the matter be placed on a future agenda.* Public input is limited to two (2) minutes per session unless a greater amount of time is approved by the Board. ***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 current Agenda; due to restrictions of the Open Meeting Law.***

Chief Chambers: Chairman Daniel: I have one more question. There are a couple things we didn't put in there. The \$14,5000 to hire her is not in there, are you going to pay that out of Capital Reserve, and Wayne, and the additional for the Chief, are you only going to leave that out Wayne? Are we only going to do part of the year? Wayne Posey: Yea, your salary of \$98,000. My salary is \$88,000 plus a stipend. We took the stipend out because I'm going back to Captain; it's a medic stipend. Wayne Posey: You have your full salary in there, right? Chief Chambers: Yes, the 88. Wayne Posey: Then that will be ok because whomever we hire we will be 2 months short. They said August and they probably won't start until September. So we have plenty there.

Bob Gory: Did anyone talk to the county about the money we have down there? Chief Chambers: Yes, I did on Thursday. He just thanked me for reminding him.

Chairman Daniel: Pattie you want to get the stuff together so we can call a special meeting to finalize the budget and a few other things. Our next meeting is going to be on the 14<sup>th</sup>.

9. **Schedule next Work Session and/or Regular Session;** set date and time.

10. Adjourn.

\_\_\_\_\_  
Jeff Daniel, Chairman

\_\_\_\_\_  
Date

Pattie Lonnee  
Administrative Assistant

6/21/17  
Date

Minutes approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Minutes approved by: \_\_\_\_\_ Date: \_\_\_\_\_

PERSONS WITH A DISABILITY MAY REQUEST A REASONABLE ACCOMMODATION BY CONTACTING, CHRIS CHAMBERS, FIRE CHIEF OF BUCKSKIN FIRE DEPARTMENT (928) 667-3321 PRIOR TO THE SCHEDULED MEETING. FACILITIE ARE HANDICAPPED ACCESSIBLE.