

MINUTES OF THE
BUCKSKIN FIRE DEPARTMENT DISTRICT FIRE BOARD

6/28/17 –**Open Meeting** Minutes to be approved at open public meeting on August 9th, 2017. A Public Hearing/Open Meeting of the Buckskin Fire Board was convened on June 28, 2017 at 6:03pm 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:** 6:03pm

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, Barbara Cole, Firefighter Quinn, Firefighter Reeder, & Firefighter Anderson.

Guest Speaker: Brenda Tranchina (via conference call.)

Public Present:

Barry Gerson

Bob Sullivan

At this time Board agreed to move to Agenda Item #8 regarding review of Fire Chief Brochure with Brenda Tranchina as she is via telephone conference call. (See Below)

3. (Discussion): Open to Public for Comments for discussion regarding adopting the 2017/2018 annual budget.

Move to Open Hearing at 7.26pm

Any Letters regarding complaints, comments, Chief Chambers: No

Sullivan: Question regarding the full time residents of 220, corrected as to board reflecting the number was 3200.

4. **Adjourn:** Public Hearing Closed. **7:27pm**

Agenda for Open Meeting

5. **Convene into Open Meeting:** **7:27pm**

6. (Action Item): Approval of Minutes for the Open Meeting held on 5/22/17. Approval of minutes for the 5/22/17. Wayne Posey: Motion to approve, Glenda second All board members unanimous in approval

Ayes: Chairman Daniel, please note the vote was unanimous for item #6

Nayes:

Absent:

Abstain.

7. (Action Item): Discussion and Possible Action: Acceptance of monthly expense report 5/1/17-5/31/17.

Wayne Posey: Questions regarding actual expense report for may regarding Hughes fire equipment for \$48,000 repairs for the 1102, there was additional approximately for 5,000 paid to Hughes for at total of approx., \$54,000, my question for Chris and the Board, shouldn't the board for an expenditure that large, even though the board previously authorize it for the repair, shouldn't the board review an expenditure that large decide what was performed. And my second question is shouldn't the board on how that is paid for, so my recommendation would be pull that \$48,157 and the additional \$5000 out of the Wetlands fund which has a balance of approx., \$140,000., instead of taking down the Contingency fund. I understand the Wetland funds is for capital expenditure, and this was a large capital expenditure to provide a rebuild of the whole pump system, so I am not sure how the board wants to handle that or bring it back at the next board meeting to decide where the funds to be coming out of, as I don't think it should be coming out of Contingency. The other item I have is this I am aware that this Tim Gorgerty and Michael Colgan, provided training, Wildland training, my understanding is that the Fire board pays these trainers and then gets reimbursed for the funds. Chief Chambers: No. Because they are trainers and they don't work for Buckskin directly, they do, they work for us and under us, we do not pre-pay them. We bill the State Forestry and then we pay them once the funds have come in. Wayne Posey; I didn't see where the funds ever came in before we paid them. Chief Chambers: Yes, it came in before we paid them. Wayne Posey: I didn't see it in here, that is why I asked the question. Chief Chambers: I understand, that is a good question, but because they are contract and they teach for us for free except when they go out. Wayne Posey: So is that possible for us to reverse the Contingency funds for the pump repair. Chairman Daniel: So as long as it hasn't been approved through the board, I have no problem with that. Wayne Posey: Reverse that, take it out of Wildland funds and replace it in Contingency: Don Rountree: I remember sitting at a board meeting and it was discussed taking it out of Contingency, I know I have been thinking that, and that would have been.... Chief Chambers: I believe that when it was approved it was approved to pay out of Contingency. Chairman Daniel: I would like to bring it back on... Chief Chambers: and for the fact that we are going to be making the payment for the new engine out of Wildland fund, but if we need to bring it back, and look it up in the minutes. Wayne Posey: I would prefer we just make the recommendation that we reverse the charge out of the Contingency and take it out of Wetlands funds. I mean out of the Wildland funds, as the Wildland fund is going to have more money than in the Contingency. It's an accounting thing. All they would have to do is reverse it. Don Rountree: Is there any reason that this should not be moved? Chief Chambers: No, the Board makes the final decision regarding this. When we purchased the Type 111, we purchased with the stipulation we would have so much money in our reserves, and we would be able to make so many years payments with it. But we are out again, probably 21 days with two different rigs, I mean 14 days with two different rigs, but we can always pull out of Contingency at a later date, like you said it is all Capital, and then we still may be putting some money back in from last year's taxes too as you are know we had pulled some money out of Contingency as we were down to 150000 went back up 196000, and we will make the board aware when we put money back in also. Chairman Daniel: Do you want to make a motion on that Wayne? Wayne Posey: Yes, I make a motion of the \$48,178 to do a reversal from the Contingency and be taken out of the Wildland Funds, with that exception, Chairman Daniel: Do you want to move the \$5,000 also? Wayne Posey: No, it didn't come out of the Contingency fund it looks like it came out of General fund.

Robert Gory: Second.

Ayes: Chairman Daniel please note that the vote is unanimous for #7

Nayes:

Absent:

Abstain:

Thank you Wayne for bringing this up to the Board.

8. (Discussion & Possible Approval):

A: New Hire Brochure for Chief Position by Brenda Tranchina with Human Resource Strategies, LLC. Possible action to approve job description and approve moving forward with the process of finishing Brochure for hiring new fire Chief. Chairman Daniel: Has all board members had a chance to look over Brenda's packet? Glenda Gerson: I have looked over and have emailed Brenda a couple of times; Chairman Daniel; Ok, Wayne do you have anything to add? Wayne Posey: Yes, I have a couple comments for the board that have been bothering me for a while, regarding the 1st paragraph on the new fire chief brochure, under the topic of community, "I like to be as factual as I can", (he handed all the board members a paper regarding the mapping of the Buckskin area, Chief Chambers wasn't privy to). The map of the Parker Strip, is actually approximately 8.4 square miles service area instead of the 32 square miles listed, doesn't want to be overstating the BFD service area, that's my 1st concern regarding the square miles. Jeff Daniel: Can you hear that Brenda? Brenda Tranchina: Are you saying 8.4 square miles instead of 32? Wayne: Yes, regarding Brenda's question; I can live with the 3200 full-time permanent residents, but in the 2010 census it showed only 202 full-time residents in this area, then going down to area in the paragraph regarding high peak times, 60,000 people is an overstated number, I can live with 15,000, mainly because the total district comprised of 5500 parcels so if everyone is in all those parcels which is around 3 people per parcel in the BFD servicing area that would make it around 15,000 during the recreational peak times, that is why I recommend the change, and the reason that I brought this up is that the total parcels, total area, exception of Lakeside, upper Marina Manor, Havasu Springs and other bulk head up there, actual total EDU for this area for the district, these are actually, ½ EDU for RV parks, that number is 2200, that number is probably a little high, but if your estimating that area, there is probably another 3000 EDU at Lakeside, upper Marina Manor, Havasu Springs. Glenda Gerson: She's got the population at 3200, and your sheet says 3302. Brenda Tranchina: I actually just took the statistics off of your website so I can't speak of the accuracy of the numbers, as they are just numbers on the website. Wayne Posey: So how I would like to word that is, if the board agrees, serving an area north Parker, AZ, known as the Parker Strip, 13 miles in length along the Colorado River. Wayne noted that he verified that information. The BFD services 3200 full-time residents in an 8.4 square mile service area, thereby increasing the population up to 15,000 people during high peak times. Under district; I am ok with staffing of the 8 personnel, as we explain further down about the Safer Grant employees. But, under the apparatus fleet, correct me if I am wrong, Chris, (Chief Chambers), you have two Type 1's, one Type 6, two water tenders; one command vehicle, one utility vehicle and a fire boat. Brenda: Ok, so you have two Type 1's, one Type 6, two water tenders, one command vehicle, one utility vehicle and a fire boat is that correct? Chief Chambers: And one Type III. Wayne Posey: We don't have that yet. Chief Chambers: If you want to count it. Wayne Posey: It says currently, so. Brenda Tranchina: This was information that was provided, and I don't want to misrepresent anything. Jeff Daniel: Sure: Wayne Posey: Under next paragraph, it says with a current budget of \$3.5 million should be \$3.2 million so \$1.8 million funded by taxpayers and \$1.4 million funded by Safer Grant. Then under compensation and benefits, I would like to include in parenthesis (may negotiate a 401 or a 457 plan if previously retired). Obviously under the application date do we have to change that to August 8th, but that is not the last week in August. Wayne asked Chairman Daniel if he is ok with that. Chairman Daniel responded yes. Don Rountree: Questions under miles to Wayne Posey; 13 miles where are you measuring that from? Wayne Posey: Highway miles from 148 to 162, which is 14 miles along the Colorado River, change the wording to 14 miles. Don Rountree: Question to Wayne Posey regarding the 15,000 added residents during peak times, I don't see that even close to what Wayne Posey suggests, Glenda Gerson: I agree, I think it is a lot more than that. Wayne Posey: I can show you the actual EDU count from Bobby D's to Parker Dam, there is 2020 EDU's, we count an RV spot at ½ EDU, a home is a full EDU, good example, Pirate's Den has 81 EDU's, Castle Rock has 102 EDU's, Verde West has 236 EDU's, so the total EDU count from Bobbie D's all the way up to Parker Dame is 2029 EDU's, that is a fact, we had to do use EDU counts for our funding, currently finished for our

application funding 5 & 6?? If you have 2029 EDU's at 15,000 that is that, what approx. 6 to 7 people per EDU? Don Rountree: You are talking a holiday weekend, where there are 20 or 30 people per house. Glenda Gerson: That is true, you should know, speaking to Bob Gory. Bob Gory: Yes, I can guarantee it. Don Rountree: We are responsible for both shores on the river. Wayne Posey: The definition is service, we are not responsible, it stops in the middle of the California line. Glenda Gerson: I agree with Don, 15,000 is way too low for the holiday count. Don Rountree: We have had more floaters than that on the river at one time. Wayne Posey: Ok, well, pick a number, what do you think. Don Rountree: First of all I am not sure this really matters, but how many people do we have on the highways at any given time during a holiday weekend which is not considered in the number. Wayne Posey: I am not arguing on how many people are here, I am trying to define the right number, this is going out and I think as a board, we should be presenting factual information, that's all I'm saying, so if you think it is a higher number, then guess a higher number, but I don't think it is 60,000, I think it should be closer to 30,000. Don Rountree: If I was incident command leader, I would be thinking it would be closer to 50,000 people to think about. Glenda Gerson: I agree with you. Don Rountree: So you need to, as you're calling for beds you need to think high, predict high. Chairman Daniel: Ok, is the board ok with 50,000 then? Bob Gory: If you are going to go with 50,000, you need to declare it is a two-day shot at 50,000 not permanent residents. Glenda Gerson: It says high peak times. Bob Gory: Needs to make sure it is descriptive enough they don't mistake that as there is there that amount of people all of the time. Glenda Gerson: Same thing happens in the winter, when the freeway goes nuts. Wayne Posey: So is 50,000 ok, I will go with 50,000. Chairman Daniel: I am good with that. Don Rountree: I'm good. Brenda: So we are changing the 60k to 50k is that correct? If I can go back to the changing wording to the area direction of the Parker Strip, is the descriptive wording in the first piece not accurate between Headgate Rock Dam and Parker Dam? Chairman Daniel and Wayne Posey: That is correct. Brenda: I am trying not to duplicate the use of the term Parker Strip, I referenced that term a little farther down, I can use it twice if you want to, but do we want to keep it consistent with what the website says in terms of the descriptor between Headgate Rock and Parker Dam? Wayne Posey: The Parker Strip is census designated place for La Paz County. There is a separate census for this area, therefore, I feel comfortable keeping the wording and just saying it twice. Don Rountree: Is there any problem with being general about these kinds of questions, there is nothing saying that the chief could come back and sue us because we said there were 50,000 and he never counted over 42,000. Wayne Posey: My position on that is there is another fire department responsible for that entire area and that is CRIT. So are we saying that we are overlapping CRIT, and by saying we cover all the way down there, and it doesn't specify we are only covering by water, but also coverage by land too, I was trying to define it a little better. Don Rountree: We also cover above Parker dam too. Glenda Gerson: Yes; Wayne Posey: Not with an IGA, we don't have an IGA, above the dam. We are talking our actual service area, our community. Bob Gory: The two districts are different, the sewer district is not the same as the fire district as far as ????. (could not understand recording) Wayne Posey: Yes, the Parker Strip area, but if you look at the actual map that I passed out, this map is the entire BFD service area, that you have a copy on the very last page, which includes Cienega Springs, goes all the way up to Bill Williams. If you go on the county map, for the actual area, it is the same area. Bob Gory: If you go on the sewer map, you don't have Lakeside involved or upper Marina Manor. Wayne Posey: That is correct; Brenda: The intent in the paragraph is to help people focus in on words, what if someone from Kalamazoo or wherever, is interested in this position, my intent is to give them a general description and have them pull out a map and see where is this place? I was trying to use terminology that, like I said I pulled off of your website and trying to decide what is the area that your district serves and how many residents and how large the area, etc. Trying to get an overview, where at peak times you are serving a significant larger number of folks that would be the norm that would be based on the permanent residents. This is the overview that I am trying to give the reader what is accurate, also understanding the intent. Chairman Daniel: Wayne, do you have any more comments. Don Rountree: Do we want to go over the changes that we want her to make in? Chairman Daniel: Do you have any more changes before we move on, Wayne? Answer: No, I don't. Chairman Daniel: Do you mind to recap the changes, Brenda, before we move on so that we are all agreeing on that. Brenda: The question is, I prefer not to duplicate the usage of the term Parker Strip. I would rather broaden the description, what was originally suggested, change the 1st line, to say serving an area north of Parker, AZ, known as the

Parker Strip approximately 14 miles along the Colorado River, the BFD serves 200 full time permanent residents in an 8.4 square mile area. That was the way the change was proposed. If we do that then it suggests I suggest we change the wording below, we would be repeating the Parker Strip along the Colorado River I have already said that. Glenda Gerson: Can we just change take that out that part and have it read located on the western border of Arizona along the Colorado River? Chairman Daniel: Glenda wants to know if we can take out that part? Brenda: I can do that if the board wants it to read, as I said, serving an area north of Parker, AZ, known as the Parker Strip etc. Chairman Daniel: Does that sound good? There is a consensus on that. Brenda Tranchina: The other change is change we are dropping from 50,000 people to 60,000. Board; Everyone said from 60k to 50k. Chairman Daniel: Down below the district itself? Brenda: District itself? We are changing it to read, the apparatus fleet to include: two Type 1 engines, one Type 6 engine, two water tenders, one command vehicle, one utility trailer and a fire boat. Then we are changing the budget to read from \$3.5 million should be \$3.2 million, and then under compensation & benefits to read, may negotiate a 457 or a 401k plan if previously retired. Chairman Daniel: That is correct. Glenda Gerson: I have one question that Brenda & I have discussed in emails to each other, under preferred qualifications nowhere could I find under preferred qualifications, could I find where there is no mention of the prerequisite for the new Chief being a paramedic, as this is a large part of our department, and if the person to lead the department doesn't have that experience, then how can he train & work with his men, that was my point. Brenda: That was one of the questions that I had presented to the board, as if you require someone to have Paramedic training you will be drastically reduce our applicant pool or limit our applicant pool if you require Paramedic certifications. First of all it requires significant time to keeping up their certifications and skills and take refresher classes. Typically if they worked their way up in fire departments, in chief officer positions, typically do not have the opportunity to maintain those skills in the field, generally not out in the field starting IV's and etc, they are in the command vehicle or the administrative offices. They are not typically involved in the actual medical care, therefore, they typically do not maintain that paramedic certification as they move along in their career. The other piece of that, the medical portion is a large part of the fire department, we need paramedics in the field, the fire chief should have a large understanding of what the paramedics role is, so he can properly supervise what is going on. I understand that concern though, though typically it is common for the fire chief not to have paramedic certifications, maybe they had it at one point or maybe they didn't, but they are still able to lead the administrative leader of the organization, they are still a fire officer, they are still able to command, they are not out in the field performing emergency medical assistance, they still have the ability to oversee those functions, they still have other men in the department that could assist, whether it is a Captain, etc, could rely on to assist in this part of the position. It would not be my recommendation that the Board makes paramedic certification a prerequisite to hiring. We could make EMT, IMT, CEP could be a preferred qualification, but not a prerequisite as this will limit the applicant pool. Don Rountree: I agree with you Brenda, in the fire service, there are departments that have Fire Chiefs that have paramedic certifications, but those are rare, having minimal type EMS skills so they can be effective in a triage situation etc. If they are driving a fire department vehicle, they need to be able to have the basic EMS skills. That is all we really need for them to be able to assist at the minimal service. But I believe you are correct. Bob Gory: Brenda, you have been in this business for a long time, correct? Brenda: Yes, sir. Bob Gory: To me, what we are really trying to build is to get someone very interested to come here. We don't want to micro-manage this thing that we are putting together here, where it is not friendly. Don Rountree: Yes. Bob Gory: I am talking about myself, but you can have so much junk that it is over corrective, you have to have something small, to the point, and attractive. We know the kind of people we want to attract is fire people, the things we have put together in this document is to entice someone to come here. I am just saying this from my experience in real estate. The longer you make it, where people don't even want to look at it. They want to have something they are familiar with, something they feel friendly with and they want to come here. Don Rountree: I agree with Mr. Gory 100%. This paper we are putting together here is a summarize of what their skills are going to be, but even more importantly, the truly qualified people are testing us. This is our first test. We need to be able to pass that test, and what Mr. Gory said is very true, I believe. Bob Gory: I would have to defer some of this stuff, however she wants to put it in, it's like fishing, you have to throw the right bate out. Glenda Gerson: But, then again you also want the Chief, the person to be in charge, to have that

background in that respect, maybe not a current paramedic, but it is a big part of their job. Brenda: That is why we agreed in our job description, which is where these 12 pages come from that we would not narrow our applicant pool, lets widen our net and see what is out there. We all agree that the medical part is a large part of the position, we need someone ability to oversee that, maybe not be able to jump out of a truck and be able to administer emergency treatment, but to be more in a command position. Clearly anybody that is willing to meet the qualifications of 10 years fire & EMS experience they will have had at least EMT certification in the past. Some of them may have current certifications. If they have been in a current fire Chief position, they may not have kept up with their certifications or have let them lapse. I can name a number of top notch fire Chiefs across the country that don't have a current EMS or EMT certificate today that hold a position of Fire Chief that's not what they do but they still have the understanding to oversee it, they understand it. That is my recommendation. Glenda Gerson: I think I am out-voted, so. Brenda: Is your comment regarding the brochure being to lengthy, that you don't think people will read it? I am not quite sure of your comments there? Chairman Daniel: I don't think so, Brenda. I think you have done a very good job on it. Brenda: I want to answer any Board member concerns. My goal in this is if we have anyone out there looking for a Fire Chief position that we give them a good overview, I don't want it to be overly lengthy, but I have heard from other candidates regarding the brochure, that have helped to understand, what is important, what is the Board looking for, what are the strategic goals, hopefully this help find the right match. Thanks to the staff for the pictures for the brochure, they were very good and showed a lot of color and information. Bob Gory: You've been out in the business along time, do you feel we will receive a good response. Brenda: I feel a little leery right now, as I have just finished another recent recruitment search. There were some negative issues at that district, but we have seen a decrease in the number of applicants, we must have to put it out there and sometimes the numbers are low. I would like to think we would get enough applicants to see what we can choose from and see what happens. Depends on the district, working within your budget for salary constraints, I don't have a crystal ball, all we can do is put it out there, and see what we get. Don Rountree: Because of the state of the fire emergencies going on right now, should we give it a little more time that what we were planning. Brenda: There is a lot going on out there, in our state. We can extend, hold off, would like to see a 5 or 6 week closing date, to push this out until August 8th. I don't want to have too long of a recruitment date, as candidates can drop off the radar or the ad becomes stale. We could wait a couple of more weeks before we publish then extend it out that gives us until the end of August into the latter part of September, that's an option. It is up to the Board on what you want to do. Chairman Daniel: What is the feeling of the Board? Wayne Posey: I think it should go out ASAP, and then just extend it out. Chairman Daniel: Extend it out? Wayne Posey: Extend it out 6 weeks. Robert Gory: I agree, that way we can get both ends of this thing. Don Rountree: I agree with that, the word out there that we may be looking for a new chief, or are we looking for a new Chief. If we are looking at hiring a new Chief, what happened to the prior Chief? Bob Gory: Ask the fire Chief, I guess: Don Rountree: Everything is fine, he's fine. Move it on from there, the word is out there that we are looking and we probably need to confirm that. Brenda: So is the suggestion now that we should go ahead and move forward to publish now and extend it out towards end of August. Wayne Posey: I recommend you publish then go 6 weeks once you publish. Brenda: Then wait about two weeks to publish. Wayne Posey: No, publish now then go out 6 weeks. Chairman Daniel: Publish it now when it is completed, that Wayne had mentioned then put it out 6 weeks that would make it August 13th or the middle of August. Brenda: I can certainly do that, based on my calendar that puts it in the last week of August. I am looking at the end of September for the assessment. If we are taking into consideration of fire season, that would make some candidates tied up and not have the opportunity to look at it. Wayne Posey: Would like it out there for the AFDA conference. Brenda: That starts on July 11th, so that is certainly not a problem. I can get these changes done within a day or two. Wayne Posey: If we close the deadline say Friday the 18th for the assessments is that enough time. Brenda: It needs to be long enough between the closing date and the assessment center for a; to read all of the applicants, set up interviews; screen everyone, etc; and b; Give candidates enough time to make their plans, even though we publish in the brochure in the middle of August and its published in the brochure, we need to make sure we have a good timing date for the closing and assessment, a minimum of 3 weeks, probably later part of September closing for the assessment center. We can do assessments the later part of September, if you want to do an August 18th

closing and I look at my calendar for the assessment center.. Wayne Posey: Why don't we be more flexible and do either the do 18th or 25th depending on your schedule that gives you almost 6 to 7 weeks. Brenda: Like I said, 6 weeks in my mind is ideal and it gives a good time frame for the recruitment to be floating out there and I also like the idea of it being published in time for the conference in 2 weeks. Bob Gory: If we get this stuff spread out at the conference. There is a group, a lot of firemen that are all together, we could get word of mouth out there that we are looking. I like the idea of starting as soon as possible. Brenda: No problem with that, I should be able to get this brochure turned around in a couple of days. Does anyone else have any questions or feedback, regarding the Brochure as we have talked about? Chairman Daniel: Asked all Board members regarding the brochure questions, consensus from the board was no on any more questions. Chairman Daniel: Brenda turned over for the Brochure with the changes that were made.

B: New Sick Accrual Policy in Accordance with Proposition 206, effective July 1st, 2017.

Chairman Daniel: This is the second item under agenda item 8(b), regarding the New Sick Accrual Policy in accordance with Proposition 206, effective July 1st, 2017. I am going to turn this over to Chris (Chief Chambers) as I know we already have a policy in place or Chris do you want to turn it over to Brenda first? Chief Chambers: Either way, I have been emailing Brenda back and forth, you guys have a copy of our sick policy, Bill Whittington re-wrote the policy in 2014, we have adequate coverage as far as our 72 hours for the paid guys, we don't really have anything for our part-timers. Brenda in our emails we talked a little bit about carving out the 40 hours out of our existing policy. I explained I didn't believe the Fire Board would want to add additional 40 hours on as we had sufficient time that we already budgeted to the already existing 72 hours. That's basically all I have regarding the policy we just need to incorporate what we don't have and obviously the wording of the new policy to make it legal. Wayne Posey: So are you recommending adding a new policy or creating one for this EPST, as you could go either way? Chief Chambers: I would like to do whatever is easiest. Wayne Posey: Brenda, there is two criteria's regarding this item, based on the number of employees? Brenda: Correct; Wayne Posey: Either there is 24 hours or there is 40 hours. Can you explain that to the Board? Brenda: Sure. Brenda: The earned sick time pay law that goes into effect July 1st, 2017. Bases the maximum number of hours that the employer provides based upon the number of employees within the organization, cut off being 15 employees and above requires you to provide the 40 hours. Currently you are above that, so you would need to provide that so that is what this draft was written on. Wayne Posey: Mr. Chairman, may I inform the board? We just went through this process at the Buckskin Sanitary District, this is for part-time employees only gives them 1 hour for every 30 hours worked, but it has to be done, but how that sick leave over time is accrued we decided it is easier to front load it. We front loaded it for 24 hours, my example is that we have one part-time employee, they can utilize that time during the fiscal year, but if they end up leaving before the end of the fiscal year, we would then adjust it on their last paycheck and short it to make up the difference as they have not really earned it, it is an easier process to front-load through the payroll system, than to accrue that 1 hour per 30 hours of work. Brenda: If I could speak regarding that last statement, some instances it is easier to front load, but how do you do that with firefighter reserves, that come and go and it is difficult to tract that or too front load, that is difficult to track those folks. What if you only need someone to work only one shift per month and it makes it very difficult to front load those folks. How do you keep up with that? It becomes an administrative challenge. Full time can be front loaded the 40 hours right up front or the part-time personnel that keeps a set schedule. I have some organizations that say we are going to front load all of our full time people, and accrue our part-time and reserves. The challenging things the lawmakers didn't think about was the administrative side of this. We want to make sure we are in compliance and we don't create additions problems with frontloading or what to do we do with this people who didn't really earn this time because they didn't work that many hours etc,. Be cautious with that. If I can speak to the issue of what do we do policy wise, your current sick leave policy that Mr. Whittington revised 2014, didn't take into account the things that are required under the earned sick pay law. One of the mistakes many organizations are making is that they are reading regulations that says you have some page in your policy that reads your PTO or sick leave and vacation that meets or exceeds the required hours under the law than you don't have to do anything. That is not the case, it reads you do not have to give them additional time you can use the existing time that you have and count that as earned sick

pay leave time as long as the guidelines support what is required under the law, which is broader than most sick leave policies currently exist. I have spoken to many employment attorneys regarding this issue, and the best way to do this is to carve out the sick accrual time off out of the existing paid time off. If you currently have 72 hours of sick time, you would now have 40 hours of earned pay sick time and 32 hours of normal sick time so we can now account for them separately. That way we can now follow the guidelines required under the law that is required under the new sick pay law and not required under your existing sick pay policy because of the usage and who's covered and that kind of thing. Therefore my recommendation is that you have two separate policies for all your employees. We can make a distinction in policy that we are going to front load all your full time people and accrue any part-time and reserves or you can front load all, but remember when you front load they can use the hours at any time. My recommendation is that you have a separate policy for earned pay sick time for all of your employees, full-time, part-time, reserves etc., that follow all of the guidelines that the law requires, and we can make a distinction within that policy that stipulates if you want to that says we are going to front load full time, accrue part-time or reserves, temporary, or frontload if you want recognizing that if you do that the time becomes available even if they haven't earned it and you can make a couple of policies that addresses that. My recommendation would be that we adopt an earned sick time pay policy and amend the existing regular sick leave policy from that reads that we take the time out of the current sick leave to make the adjustments from the current sick pay, for example the existing 72 hours, would now be 32 and 40 would be under the earned pay sick time hours, they would still be getting the same amount of hours. Unless the board would want to give employee additional hours, that is what Chief Chambers and I were emailing about, as he had said that you already had approved the budget and that the board would not be wanting to add the additional financial burden on of costing more money. Don Rountree: I went through this with my business, and I am not sure if the fire district would want to get involved, we don't call it sick leave, we just call it leave, and they can call it what they want and I don't care what they use it for. With this policy, my entire policy is only on ¾ page and we didn't use an attorney, at \$500 per hour, something to think about in the future. Wayne Posey: Brenda, does the POC's also have to have the earned sick leave and the temporary part-time people. Brenda: They have to have the earned sick time pay coverage but not the regular sick time. They are entitled to the earned sick time under the new law. Wayne Posey: So Chris (Chief Chambers) calls someone in to cover someone, he only works when he is called to cover a shift so how does that work if they say they are taking a sick day? Brenda: Good question, many fire departments have asked the same question. Brenda: For example, so Chris calls someone to cover a shift, they say yes, then at a later time, before the shift starts, they call back, say they are sick, they get to use their sick time, or if their kid is sick, they get to use their paid sick accrual. If in the middle of their shift, they become ill, they go home, they can now use their paid sick time. If someone needs to cover a shift, and says no and I want to use my paid sick time that is not how it works, if you are not on the schedule you don't get to use your sick pay. Wayne Posey: Sounds like the accrual method would be the best for the fire district because there is 24 hours in a shift and if you give them the 40 hours up front, then they can take them right away. Brenda: The law allows a front load or an accrual as they work, if they accrue 1 hour of every 30 hours they work, in approximately 5 months they will have earned their 40 hours, if they work overtime it would be in a shorter time frame. I have a lot of fire departments, that are front loading their full time, and give them the 40 hours, and their part-time and reserves are on an accrual. Wayne Posey: My recommendation would be to accrue the hours. Chairman Daniel: Sure. Wayne Posey: Now when this policy is written it would come back to the board for approval. Brenda: The policy I drafted for you, if you want to front load the full-timers and accrual for the other, we can amend it for you. Chief Chambers: We give them at the beginning of July 1, as it the beginning of the fiscal year, they get 3 sick days at the beginning of the year, it is easier to give them their 40 hours than tracking the accruals and if they leave we would pull it out of their last paycheck. Chairman Daniel: Full time, correct? Chief Chambers: Full time correct. So on August 1st they take all of their sick leave, then they decide to go to another job, we would take it out of their paycheck, we would prorate it and take it back out of their last paycheck. Brenda: When they decide to leave you pull it out of their paycheck, I am not sure what you mean by that? Don Rountree: So in the policy do we have a statement of how it's earned? Chief Chambers: If you front load then you get to take it back. Brenda: So you would actually take it out of their paycheck. If frontload you are giving it to them, you don't get to take it back, and I don't recall in your policy to take it back and I don't recall in your existing policy to take it back. Chief Chambers: So if

they take it and they haven't had it accrued. Just like frontloading it, they would have to take it back.

Brenda: If you frontload you are giving it to them. There are potential issues with how you do that if you can't deduct more from an employee's pay check than minimum wage that would be in violation of FLA. That wouldn't be the best way to do that. I would like to work with you to do a cleaner way to do that. The earned sick pay leave law, they don't use you don't have to pay it out at termination. You want your policy to go hand in hand. July 1st we want to make sure your policies are aligned and your current sick leave policy can be revised and cleaned up. Front load, the law under the EPSA doesn't require you to pay it out at termination if they don't use it. If you front load leave, you are giving them the time, and not take it back. EPSA doesn't require you pay it out at terminations. Chief Chambers: Sure, it is under standard non-administrative sick leave, under 119 non administrative sick leave its page 1, section 1. Section 1s purpose, Section 2 then if you go down to section 3 which is policy, and then its right under there. Brenda: Ok, so if they are awarded at the beginning of the year, are you looking at A? So if they do not complete the 1 full year it then be pro-rated and awarded 1 per 4 month of the completed work schedule. It doesn't say anything about taking it back. If they've taken the sick leave, are you saying that you deduct it from their paycheck? Chief Chambers: Yes, because they haven't earned it yet. Don Rountree: But, what if you've already gave it to them, it's gone. Brenda: But that's where it gets confusing because the way it is written, it says after the completion of the probationary period of one year, but they are awarded at the beginning of the fiscal year. Chief Chambers: Yes, after completion, so yes, then they are awarded... Brenda: but then the next line says sick days for probationary employees, and or employees who don't complete the full year will be pro-rated. Chief Chambers: That's because that's a different employee, they have already completed their probation, they have already worked here for a year. Brenda: Ok, but the way this is worded its confusing, because line 1, one says after completion of one year probationary period you get sick leave even though it gets awarded at the beginning of the fiscal year. Chief Chambers: Yes. Brenda: So it sounds like you don't get sick leave during your probationary year, then it says sick days for probationary employees, you've got or somebody who doesn't complete the probationary year, will be pro-rated and awarded at the rate of 1 per 4 month work schedule, so as an employee when do I actually get sick leave? Don Rountree: Under the new law you get it right away if you put it... Chief Chambers: Right now probationary employees we have been having them pro-rate and it's at my discretion, so if they start in week 2 and they have the flue, then I am able to award them sick days with the understanding that they will work throughout the year and earn that. Brenda: I'm going to recommend that they amend that, as that is not what your policy doesn't say anything about deducting it from their pay and I'm suggesting that could be challenged. You start deducting from someone's final pay and you don't have the policy in place that says you are going to do that you are opening yourself up for challenge. Don Rountree: Well, looking at this as a board member and an employer and an ex-firefighter, I think your opening yourself up to a can of worms, and you don't want to go down that road. But, I think we need to simplify this whole thing and under the law they get it starting right away. Chief Chambers: No, they get it as they earn it. Wayne Posey: 1 hour for every 30 worked. Chief Chambers: Yeah, but of course that is not front loading it, they have to work 30 hours to get 1 hour, but what Don is saying they get it right away. Don Rountree: But they don't have to wait a year to get it. Chief Chambers: Absolutely not, but it will take 5 months to get the 40 hours. Wayne Posey: What she is saying for the full time firemen if you give it to them then you can't take it back. Brenda: Right and under your unpaid sick time piece there is proposed policy that's not a big deal, because if they don't use it then you are not going to pay it out anyway, but if they do use it then you are absorbing the liability for it sooner than if you do it on an accrual basis. Because if I'm an employee that says to myself, I just got another job offer and I am going to give notice, but come July 1st, I am going to get 40 hours of earned sick pay, you are fronting it to me, then I am not going to give notice until I can call in and get 40 hours of pay if you front load it, you would have to go ahead and pay them for that but, based on the accrual rate they would not have earned that so by front loading your committing to having that available to use. Chief Chambers: And that's why we let them accrue sick time so as they go into the, as they need it they go back into the reserve. Wayne Posey: So Brenda can we go ahead and have a part-time people accrue 1 hour for every 30 hours worked and they clean up the other document. Brenda: I am going to suggest to you that, I know Mr. Whittington looked over this, at the time or revised it, but I write policies all the time, and I'm going to suggest we dive into this policy and clean it up and really look at what we're doing. I think there might be some practice that is not spelled out in policy that could create some issues. If you

want me to do that or if you want me to work with Mr. Whittington, I work with him all of the time, to go through some of this, but I think that the clean up that needs to be done on that but with the earned pay sick time as well. If you want to wait to front load our 40 hours for the full-time people we can do that. One thing I see that some departments do is we are going to front load our full time people and have completed probation or for anybody hired after, you have to start accruing for any current employees starting July 1. So some departments have said that any employees that are hired after July 1, we are going to do this as put them on the accrual at 1 hour for every 30 hours worked, between now, or whenever they get hired and the next July 1, then we start front loading them just like the other full time people. So you've got some options, so we want to do whatever makes sense for your folks. If you want to front load your full timers we can write EPSA policy in that way and your full timers are front loaded the 40 hours and part-time, reserves, whatever folks you can do them on the accrual base. Or you can say no, we're going to give everybody the accrual basis, that's policy decision. Chief Chambers: I have a question? So if we say we are going to do on an accrual basis, and leave it at the discretion of the Chief to award sick days, is that legal? Brenda: I think that's kind of dangerous, why would you want the fire Chief to have discretion in awarding sick days? Sick leave should be a very set policy where everybody gets the same amount based on policy. When I say based on policy, might take in consideration shift work versus admin work, but I think just leaving it up to the fire Chief leaves it open for possible challenge. Inadvertent, not that the fire Chief is going to intentionally do anything to discriminate or treat anybody differently but, certainly leave yourself open for that. Wayne Posey: So can we just go ahead and do like you recommended as far as accruing for the part-time employees, adding a paragraph in there for front loading the career, full-time firemen and also in that paragraph spell out in the event that they leave its pro-rated and just keep that all in that paragraph? And then if ... Brenda: Wayne you are talking about, let me clarify, you are talking about accrued pay sick time? Wayne Posey: Yeah. Brenda: And why would you be talking about pro-rating, because if they are earning it then there is no need to pro-rate, it is based on the accrual then after a couple of weeks they only have a few hours, if they have 3 available then that is all they can use. Wayne Posey: No, what I'm saying is Brenda is, that currently they are front loading 72 hours and on July 1, to all the career firemen, so what you are saying of that 72, 40 hours will be that ESP, whatever it is. Brenda: We can still front load the 32 of the regular sick leave, and you can decide on the other 40 for EPSC for your full-timers and put part-timers on the accrual. Wayne Posey: Right, part-time on accrual and anybody hired after July 1st will be on accrual until the following fiscal year. Brenda: Correct, that probably is the cleanest way to do it. Don Rountree: Correct m if I am wrong, but we only have to take care of the part-time, after . Brenda: If I could explain that, that is not fully accurate. You clearly don't have anything for your part-timers, so clearly you have to adopt a policy that provides them an accrual for hours for your part-timers, however, for your full-timers, your current policy does not meet all the requirements of the law, so that would mean policy would have to be adjusted, so as I was saying, let's take the 40 hours out of the existing policy and put it in this policy you are meeting all of the usages, your accrual usage guidelines etc., of your sick time and then amend your current regular sick leave policy. So you can't just say our full time guys already get this so we don't need to worry about this, we only need to worry about the part-timers, no we got to worry about making sure that 40 of the 72 hours meet all the parameters of the law. And if we left your existing policy in place for full timers and we said we would consider part of that the EPSC then you have some issues because there are some components of that policy that wouldn't meet that portion of the EPSC law. There are some districts have told me they are going to do what they want to do, that is there decision. One of the pieces of this law is that you are required to provide to the employee on their paycheck, every paycheck there needs to be an accounting of their unpaid sick time balance available the amount they've used for that year and the dollar amount owed, the dollar value they have used for that year. That piece of the law that says you can show their regular sick leave, but that's not an accurate accounting of that unpaid sick time. The other thing that we want to make sure you have the required posters put up in the department. That is one of the criteria of the law you have to have that posted. Chief Chambers: Are you talking about the minimum posters, e have that we just don't have the sick leave policy yet. Brenda: What I'm hearing at this point, just to recap is that on your unpaid sick time, full-time folks effective July 1, will be front-loaded with their 40 hours, the part-time, reserve etc., will be accrued based on the 1 hour for every 30 worked for the fiscal year, anybody hired after July 1st, will be on the accrual until the following July 1, if they are full time then they would go on the following July as the frontload for the 40 hours. Is that correct? Chairman

Daniel: Yes that is correct. Brenda: Ok, then the second piece, is I can make that change to your policy and because of the time frame this goes into effect on Sunday, my recommendation would be that you accept and make a motion tonight to accept the policy with the amendment that was discussed and that way we can go get it adopted and get it into place for July 1st, and the other piece would be for the board to decide if you want me to work on the revamping your existing sick leave policy so it gets aligned with the earned paid sick leave policy and we will be cross referencing and we also need to figure out way that would make more sense on how we are handling your front loading or are we going to stay on the path of we are going to deduct in the end we would need to make a policy provision for that. If you don't and you take it of their paycheck could have an argument that you don't have a right to take it out of their paycheck if you gave them the sick leave upfront, and we don't want to create that situation so I think it needs some work, I think we can sit down and simplify a little bit. Chairman Daniel; We need to make the motion for the vote. Wayne Posey: I will make the motion to revise the sick leave policy we discussed, and that would be my motion based on the discussion as far as the accrued part-time sick time, front loading full time firemen and accruing the fire people hired after July, frontloading thereafter. Chairman Daniel: Ok, there has been a motion, is there a second? Don Rountree: I will second. Chairman Daniel: There was a first and a second.

Ayes: Chairman Daniel: There was a first and a second. Please not the vote was unanimous.

Nayes:

Absent

Abstain

Adjourn: To Public Hearing 7:26 pm.

9. (Discussion and Possible Action) APSPRS; Hall-Parker Refund plus interest.

Chairman Daniel: Turn it over to Chief Chambers, Wayne Posey: I am the chairman of the local PSPRS board, and I would like to speak regarding this issue. Chief Chambers: I would agree. Wayne Posey: As the board is hopefully aware the decision has been decided regarding the Hall-Parker Refund case, in July 2011, there was an increase in the employee contribution that went from 7.65% to 11.65% went to court, and they said they can't do that so that 4 % overpayment needs to be refunded back to the employee. Anyone hired after that date, I think it was July 2012, hired after that is not affected. I did speak to Lori at PSPRS, and they recommend we don't pay the interest, nor have they even put the interest on their website, as that hasn't been decided on what rate it could be anywhere from 0% to 5%. If you pay the interest now, and it changes, it would be difficult to get that back. I highly recommend not paying the interest, what you see in front of you is the actual amounts owed to the firemen. There are several ways the board can pay this back, we can pay lump sum, write a check today or pay over time. I spoke to Havasu and they are paying lump sum, there are a lot of agencies out there that are doing it over time. But doing it over time, you risk having to pay additional interest paying it over time, if the decision comes in with interest, if they decide there is a 5% interest effective on some date, you risk having to pay the interest also. That's one option paying a lump sum or paying over time. If paying it over time, the employee is owed \$12,000 they would get an extra \$1,000 per each month added on their paycheck for 12 months or pay them \$12,000 directly, cash up front. The other thing is funding, we budgeted \$73,000 extra this fiscal year, so we can take it from there and the difference of the \$32,000 that would have to come from another area if we do pay cash. That extra \$32,000 could be funded from the Contingency fund or it could be funded by decreasing the amount we were going to pay APSPRS as we did budget a little extra there to help pay down the unfunded liability. Chief Chambers: Approximately \$90,000, the difference in \$36,000 to \$47,000. Wayne Posey: There is also a credit method you can actually use, PSPRS will basically pull it out of your funds, you don't actually pull it out, if you have a \$30,000 PSPRS payment next month, and instead of paying it toward the retirement they will give you a

credit memo to reduce your funds in your PSPRS account. Robert Gory: Does that affect the amount we have already paid, for the guys who retire down the road. Chief Chambers: No, this is the difference in the additional 4% the employee already paid in, we went from 7.6 to 11.?, this that money that we already paid in and now we are getting it back. What Wayne said is to pay it up front, the easiest way is to pay it up front, then you don't have worry if they pay it out over time to pay the accrued interest if it is decided. A lot of districts don't have the money to pay it up front. It's up to you guys to decide where you're going to get it from, but luckily we have it budgeted in the budget. Robert Gory: Because the total is a little over \$106,000. Don Rountree: If we have the money and we owe these guys, I think we should pay them out. Chairman Daniel: Early Christmas present. Now are you guys getting W-9s? Chief Chambers: Yes, and I brought the email from Pattie, I will read it real quick. Chairman Daniel: I meant 1099. Chief Chambers: Because this is an option that Wayne is aware of, that all of us can do. (Email from Pattie) "As you are all aware, you will be receiving a refund for prior pension contributions based on the Hall & Parker lawsuits. The details are still being worked out with PSPRS and once we have all the facts in place, we will be seeking approval from the Fire Board to refund you There could be several components to the refund; as it is still undetermined at this time if/what the pre and post interest payments may be.

This is what we do know:

- You have monies that will be refunded
- These monies will be paid as wages, subject to Federal and State taxes, no FICA (Medicare) and will be reported on your W2 as additional income over and above whatever your gross earnings are for year (meaning end of December 2017.)
- You have an option to defer taxes by rolling this over to a qualified plan; such as a 457B, 401K, IRA, etc. If you decide this is something you are interested in doing and currently do not have a qualified plan, we can discuss your options. Instead of paying you, BFD would write the check to the institution where your qualified plan is for benefit of you. We must do this to eliminate taxes that you would have to pay. Otherwise, I will be clarifying this more in the weeks to come to ensure we do it correctly the first time:-)
- We attended a webinar early this month that discussed all of this, but since then, it appears that at this time, it is not clear as to whether or not you are entitled to pre-judgment and post-judgment interest and what those rates will be. This is still pending.
- If / when you are paid the interest, which cannot be deferred, it will be reported on a 1099-INT. You will need to fill out a W9 form, and if you do not, it is mandatory 28% withholding on those funds."

Wayne Posey: She needs to verify, sometimes when you do a lump sum payment, the feds would require a 20% tax, so she needs to verify, she would know. Chairman Daniels: If you didn't know it was coming, they should be investing it, so you don't get penalized by the IRS. Chief Chambers: So it is all spelled out what these guys can do once the board makes a decision. Chairman Daniel: I would recommend, like Don said, we have the money, just pay them. Wayne Posey: Ok, but we have to decide where we are going to come up with that other \$30,000, so we have the choice of taking it out of the budget or taking it out of the Contingency. So the board needs to needs to decide how to pay that extra \$30,000. Chief Chambers: And with that, I don't want to cut Wayne off, but we also have to decide whether we going to pay 47% instead of 35.94%. Chairman Daniel: Is this going to happen again? Glenda Gerson: Into that retirement. Chief Chambers: No, we're paying extra money to pay down the unfunded liability. Chairman Daniel: You guys aren't putting extra money in we are, correct? Chief Chambers: The department is, basically we are paying down the unfunded liability you budgeted extra \$90,000 extra for the unfunded liability and what we have to decide is to set up a separate account, so the board probably should approve whether, Wayne Posey: You have the ability to make extra contribution? Chief Chambers: Yes, but it has to be a separate account, so the board should probably approve it so that we are not just paying it at the 47% we are paying instead 34.96% so that any additional, whether it be monthly or quarterly is paid in separately so it can be tracked. Chairman Daniel: So it can be tracked: Wayne Posey: Which can be done closer to the end of the fiscal year: Chairman Daniel: Right. Wayne Posey: But the problem is that we have a line item on the budget of \$73,000 that we can't exceed that \$73,000. Chief Chambers: No, but in the other one you have added the 47%, so you have an additional \$90,000 that you are paying in payroll taxes. Glenda Gerson: Where is the \$32,000 going to come from? Wayne Posey: We would have to split that up out of two different accounts. Chief Chambers: You would have to pull that 12% out. Wayne Posey: Out of the other? Chief Chambers: Anywhere, you have to separate that \$90,000 anyway, so that when we do pay it in, it is just for the unfunded liability.

Wayne Posey: The other discussion I had with her today, was just to clarify, that we are paying out more than we are paying in, and she confirmed this with me. We are going to get further, and further and further behind if we don't pay in what we are paying out, because if they are paying out \$460,000 next year and we only pay in \$360,000 this year with that extra \$100,000 coming out of your funded account, actually coming out of the unfunded account. My recommendation would be to go ahead and pay them in full, get them paid, let them decide where the money goes, deferred or in their pocket, but I don't feel comfortable taking it out of the budget, I think we should take it out of Contingency, because the budget only has the \$73,000 in there and our goal is to get that unfunded liability paid down. I would like to make the motion to go ahead and pay the Parker-Hall Contribution Refund lump sum, utilizing the \$73,000 out of the budget and the remainder of the approximately \$30,000 coming out of Contingency. Robert Gory: As long as we can do that I agree there wouldn't be any problem, once this money is paid I don't want someone going back and saying hey?

Chairman Daniel: There has been a first, is there a second? Don Rountree: I have a couple of questions you might want to add to that. We also need to set a deadline to say how they want it and we also need to set a deadline on when they are going to get it. Wayne Posey: Yes, it needs to be done fairly quickly and we don't want to delay it to long as we don't want to accrue any interest. Chairman Daniel: Yep; Glenda Gerson: I don't think they will give you any troubles excepting this money. Don Rountree: Yes, but they need to think about it. That's a lot of money. It would be a lot of money coming in to my pocket. Glenda Gerson: Right. Wayne Posey: Even if they take the money today, they can still open up an IRA account. Don Rountree: You have 457's here, don't you? Chief Chambers: No. Wayne Posey: They can always open pension IRA and Wells Fargo they have IRA's they can open up. Chairman Daniel: Do you want to give them a deadline, two weeks: Wayne Posey: I would say by August 1st. Chairman Daniel: August 1st, ok. Wayne Posey: I would say have it paid out by August 1st, prior to August 1st. Chairman Daniel: Ok. Alright, there has been a 1st is there a second? Don Rountree: I second it. Chairman Daniel: Any other questions or comments? There has been a 1st and a 2nd, all board members unanimously voted yes.

Chairman Daniel: Thank you Wayne for the information. Don Rountree: Don't think that you have to put the whole thing in an IRA, you can keep a portion if they want to. Glenda Gerson: That's up to them, it's their money and they can do what they feel they want to. Wayne Posey: I do want to point out there will be a check sent out to two employees that are retired, Jason Cramer and this Cantrell, that's causing or helping our unfunded.

10.(Action Item): Adopt the Buckskin Fire District Annual Budget for the fiscal year 2017/2018.

Robert Gory: I make a motion to adopt the annual budget for the amount of I make the motion to adopt the annual budget for the levy \$1,799,717.98.

Chairman Daniel: There has been a first, is there a 2nd? Glenda Gerson: I 2nd it.

Ayes: Chairman Daniel, please note the vote was unanimous on item #10 to adopt the annual budget for 2017/2018

Nayes:

Absent:

Abstain:

Don Rountree question: What was the tax rate brought down to? Chief Chambers: 2.98.

10. (Discussion): Interim Chief Chambers transition to shift schedule.

Chairman Daniel: I will turn this over to Chris (Chief Chambers). Chief Chambers: As we talked a little bit about putting the budget together and when we talked to Brenda, we are going to have this period when I am interim and before the new chief gets hired, and because his salary is hirer, we didn't budget for that we are basically going to save that money. I am going to go on a shift schedule it will be July 1st, actually I am going to take some days off in July as we have been inundated with people taking time off so I will

actually be taking shift in August, so I will basically be taking shift and working from station 11 and because we do have 4 guys, it basically give me the time to do my interim chief duties on shift, so that is my goal, and if I need some extra hours or extra 8 hours then I will have to do that as needed. So right now we are basically paying overtime to cover those two shifts that have Captains out. So that the budget is square, I will be basically going back to 56 hour weeks and Captains pay, starting August, July but I actually won't start the shift schedule until August. Don Rountree: It sounds like the only thing we need to decide is that has been accepted in the budget you doing this, is really the only thing we need to be talking about is paying him extra if we need him to work extra hours, I think that is the only thing right? Wayne Posey: I think we are looking at more than that, I mean he says he is going on shift, but that is actually a board decision, not his decision, he is acting as an interim Chief and should be a motion from the board on this type of a change, but I have a concern with that, a big concern, my biggest concern is that there is no action item on this agenda for this board to consider this change as it should be a motion this board makes at that time. Secondly as interim Chief, the interim Chief works Monday thru Friday, they don't work shift work. That's my other concern. Now, if he saying he doesn't want to be Chief anymore and wants to go back to Captain and lose his additional dependent pay that's one thing, but I think the board is going to have to consider a replacement. Replace him as interim Chief, and see if there is someone wanting to do that, another Captain. But, since we don't have an action on this agenda we can't do that. Chairman Daniel: Correct. Don Rountree: So at this point, he is just going on vacation, he is just like he is going on vacation? Wayne Posey: He is entitled to take vacation. The other thing I wanted to point out is under the sick leave policy, I need to get some clarification here. But, under your non administrative sick leave policy under E it states in the event that an employee is injured on the job, is required to take sick leave, the district will require the employee to undergo a fitness for duty examination by a district designated physician at the district's expense in order for the district to certify the employee's ability to return to work. Chief Chambers: Yes. Wayne Posey: Has that happened with Matt? Chief Chambers: No, that is why he hasn't returned to work in a Captain's position. He is on light duty position. Wayne Posey: Right, is that normal policy? Chief Chambers: Yes, that is for all of our guys. Wayne Posey: Can you show me that? Chief Chambers: I am sure I can find that somewhere. Wayne Posey: That would be helpful, if you could have that by the July meeting. Chief Chambers: What it is if anyone gets hurt and they are out for so many days, they need to go to Phoenix Fire and get cleared especially someone after surgery. Let's say Cramer had surgery on his shoulder as we all know and his surgeon releases him and he does physical therapy and his surgeon releases him to go back to work, his surgeon doesn't know what his job entails, so we take him to Phoenix Fire, where they know exactly what his job entails, and they have to release him and give him a fitness for duty release and that covers us liability wise for anybody that isn't ready to come back to work. Wayne Posey: So, I think my question is that you've indicated to the board that he will be returning back to work in a Captain's position, but you just stated you want to go to a Captain's position because you stated we are down two positions. Chief Chambers: No, it's a fiscal year, and you guys are going out to hire a new chief anyway, basically we did not budget for the additional money for the chief, and if I stay in my current 40 hour per week position then we would have to use overtime to cover the Captain's positions so there won't be in savings anyway. So, yes I would like to go back to shift work, because it is coming up in the next several months anyway, and like I said with shift work I will be working at this station and be able to do my duties while I'm here on shift during the 8 hours I can still run calls. So that was what I was suggesting. Wayne Posey: Yeah, but I want to go back to Matt and that position. It was an off the job injury and he's not fit for duty, and we're accommodating him on an 8 hours day. Chief Chambers: Yes, on a light duty. Wayne Posey: If one of these guys got hurt would you be doing the same? Chief Chambers: If one of these guys go hurt on duty... Wayne Posey: Off Duty? Chief Chambers: Off duty? Wayne Posey: Matt got hurt off duty and got burned, and we have provided him with an opportunity to work Monday thru Fridays because he can't pass the fitness for duty, my question is would we treat any other fireman, would we provide them the opportunity to work off duty similar to what Matt is doing? Chief Chambers: No... Wayne Posey: Or do we have a policy that allows that them to do that? Chief Chambers: Only if there is a position available and there wouldn't be a position available for them to do that. Wayne Posey: So I think at our next board meeting there needs to be an item on the agenda to show a policy that allows you to make that discretion that allowed Matt to work Monday thru Friday to have one that change because that change never came back through the board for approval. It's my understanding if another fireman was hurt off

duty they would be able to use their sick time an vacation time, similar to Cramer, or similar to any other firemen and that we are basically accommodating an employee that doesn't fit the policy and so if you have a policy then please bring it back so we can evaluate it. Now, Matt's a good fireman and he's been a good Captain and if you want to go back to Captain level and the board decides we need to have a Chief here Monday thru Friday, 8 hours per day, and Matt can't go back to Captain level, maybe the board needs to entertain the possibility of giving Matt an interim Chief position. Chief Chambers: I would not ...Chairman Daniel: Has Matt been released from his doctor? Chief Chambers: Yes, he's been released by his surgeons, but he has not completed a fitness for duty as a fireman. So what I am saying, without getting into his medical condition, right now I don't know if he could pass the physical to come back and actually work shift as a Captain. Chairman Daniel: Piggybacking off of what Wayne had said, do we have a policy in place stating that would give a firefighter 3 months, 6 months of light duty before he goes to Phoenix and he doesn't pass then what's our next step as a board? Or are we going to continue?? Chief Chambers: Let's just say one of the duty guys, let's say Mr. Anderson doesn't pass his physical if he gets Tier 1, Tier 2, one is the best, then 2, then 3, then 4, if he gets a tier 4, Phoenix Fire basically takes him off of the truck, because of whatever his condition is. Lets' just say it could be his blood pressure is too high, he has some kind of condition. Chairman Daniel: But he has some kind of time frame to get back up to that Tier? Chief Chambers: Yes he does. So then we would put him to light duty and because he is full-time and that is full time, depending on Phoenix fire he would be given a time table to get back there. Obviously it's because of blood pressure or something unforeseen, there would be a little more leniency than if it is someone who can't pass the treadmill or whatever, or grossly overweight, or does not keep themselves up and that's where that falls with Phoenix Fire and makes sure that everybody stays within a standard. Now I have discussed with Matt, just so you guys know, if one of the full time guys got hurt, because of Workman's comp they would be put in that part-time position and he would not have that position. Wayne Posey: Effective July, we don't have that part-time position, we don't have that position in the budget. The position he is filling is not even budgeted. Don Rountree: It's Safer Grant position? Chief Chambers: You're are correct that you took it out of the budget, but per the Safer Grant we had to maintain our staffing level at 10 and then we had to hire 14 for the Safer Grant. That is the only reason Matt was even able to have that position because basically with that 14th person and because we had to hire Brandon and because he didn't fall under that criteria, it left one person to rove. So either one person was going to be a rover or one person, I offered it to all of the Captains to go to 40 hours per week from their shift schedule to do training, and none of them wanted to do it at the time, and then Matt got hurt and it's been well over a year as you guys know. Wayne Posey: Well we have never had anybody in that position until Matt got hurt. Chief Chambers: We had, no we didn't have a 40 hour position if that is what you are saying? Wayne Posey: Right. Chief Chambers: But as soon as we had the Safer Grant, we never did have that position also. The Safer Grant basically allowed us to hire for that position, and the prior board just, we told them what we were doing, and no it wasn't officially adopted but it was in the budget. But getting back to what you're saying Wayne, if that has to be an option with me going back to Captain and him taking that interim spot rather than to cut him off, I honestly would have no problem with that and I would be more willing to accommodate him. So he can make his decision regarding his future, because right now I think he's. I think we can talk in Executive session, but..., Chairman Daniel: I think we need to bring this up again at our August 9th meeting to put on our agenda. Chief Chambers: But I can get with you to put it on as a discussion & possible action to...Wayne Posey: My concern is that once we set precedence going forward it's a difficult thing to get out of if it happens again. Don Rountree: Whether it happens immediately or with a new Fire Chief, taking a look at our light duty policy or establishing a light duty policy is absolutely necessary. Chief Chambers: I will tell you that a few years ago we had an addition \$42,000 in the budget for a part-time employee, what that part-time employee was a light-duty position. Because when Cantrell got out, we had to pay him still and then we had to fill the spot, so you are required to pay their wages for a year and then we had to fill his spot. So now in the budget, if that were to happen next year, we don't have the additional monies in there. Also, with the Safer Grant we basically have to keep our staffing levels. So I could have hired another 56 hour firefighter that rotated around shifts and I could have made that training spot, that's what I said when it came out originally we had an extra spot to fill that wouldn't fit the shifts, so I offered all the Captains that training spot. Because when we put in for the Safer Grant, we basically put in to fill that spot that was vacated by Chief Heron. That closed out our budget, but it was also a spot that is why we got 14 guys instead of 13. Wayne Posey:

Now what are the plans for Cramer's position? Are you going to fill that Captain's position? Chief Chambers: Yes. So right now I will fill the Captain's position, let's say you got the new Chief tomorrow, I would fill, there are two Captain positions, Matt's and Cramer, but Matt's position has been moved up, so anyway, I would fill a position and then if Matt were to leave down the road, we would move one of the Lieutenants up to a Captain. Wayne Posey: See that is where it is difficult, if you have 3 budgeted Captain positions, Matt's in one, Byrd's in one and you're going to be one, you don't have the opportunity right now to promote somebody into Captain's position because Matt's filling one of those Captain's positions. Chief Chambers: Yes, and that's not to say that next month he won't be release back to active duty. Wayne Posey: But he is getting paid Captain's salary and everything else, and he's not performing, and this has been going on for awhile and so a decision needs to be made on how we are going to regarding that position itself. How's the Lieutenants, are they pretty good right now? Chief Chambers: Great. Wayne Posey: Good, so your reasoning for going back on shift is, so if your' Lieutenants are great, what's your reasoning for going back on shift right now? Chief Chambers: Because we have to fill those shifts, one of my Lieutenants is working 5 to 10 days per month overtime to fill that Captain position. We still have to have someone fill that spot, so when I go back to Captain that spot will be filled, because you also said looking at the budget we need to save that money, and as an interim Chief and I'm hiring someone to fill Cramer's spot we are not saving any money do you understand. Wayne Posey: Yeah I do, because you're paying overtime, and he is working a shift that he shouldn't be working, but if you were to put Cramer on, let's say you were working Monday thru Friday, and Cramer worked Monday thru Friday at night you would still have a Captain at night and a Chief during the day, at least 5 days a week. Then Byrd would be filling in the other two days. I mean that would be a possibility. But you're saying he has to be fit for duty to that Captain's position. Chief Chambers: Yes. Wayne Posey: Even if you have 3 other firemen? Chief Chambers: The thing is if we get a structure fire if he goes out and goes down, just being out in the heat or if it is a vehicle accident he's in the middle of, just being in the heat he's in the middle of something, he go up and take command but at what point does the heat?, to put him that position would not be good for the department and liability wise he's not cleared to that yet so we don't allow that, at this point. Wayne Posey: Ok. Wayne Posey: Can't make a motion on this? Chairman Daniel: Nope. Wayne Posey: So our next meeting is... Chairman Daniels: Meeting is at August 9th. Wayne Posey: So we will have to have a motion at that meeting. Robert Gory: Make sure it gets on the agenda. Chief Chambers: So how would you want me to word it? If I were to go back to the Captain's spot to have the board to promote Captain Pellerin to interim chief till..? Wayne Posey: I don't know what the other board members think, but I think there should be someone designated as the interim Chief, working here Monday thru Friday, so if that is the only alternative then that would have to be the only alternative. What other alternative do we have? Chairman Daniel: Right, if you want to put that in, and we want to use as a discussion item, we can always change our minds. Chief Chambers: You don't know that I won't be here Monday thru Friday working shift schedules, and like you said, if I'm off that day, then I would just have to come in for additional hours. Don Rountree: So my understanding is at this point you are still interim Chief until the 9th? Chief Chambers: Yes. Chairman Daniel: That is correct. Don Rountree: But, you are still going on vacation? Chief Chambers: Well, that depends, this week we had Byrd out, we had Dustin out on vacation, Eric out on a Wildland, Weatherford out on a Wildland, so it's basically me and one other person. Wayne Posey: We may want to rethink going out on any additional Wildland fires until we get our staffing figured out as we don't want to short ourselves here. I mean don't think we have to go out on every Wildland if we are going to be short. Chief Chambers: We are not short per se, but we're short enough when you have two Captains, one on vacation and Byrd going out to check on the rig, there's a couple of days there that you are scrambling a little bit. Don Rountree: Yeah, fire service is a little different. Chief Chambers: They call me every day, and we could be out with another rig right now, and I won't take our coverage here or our staffing and as far as our engines to...Robert Gory: I don't think it would be fair to our tax payers either, this is our prime deal. Chief Chambers: No. Robert Gory: The other one, if we can ok. But it is not a deal we have to look ...Chairman Daniel: So do you have any questions on the agenda part of it Chris (Chief Chambers) we good? Chief Chambers: No, I don't have any questions. Chairman Daniel: Ok, if there is nothing else, we can move on to item 12.

12. (Report): Chairman's Report: Jeff Daniel

Chairman Daniel: I have nothing to report.

13. Fire Chief's Report:

A: Summary of Incident Report/Activity Log

B: Monthly Activities

C: Upcoming Activities and Events

Chairman Daniel: I will turn this over to Chris (Chief Chambers), I know you already did send the information to us. Chief Chambers: Was there any questions on our response report? Glenda Gerson: You were busy. Chairman Daniel: 88. Wayne Posey: I do have just one comment, that I would like to make Mr. Chairman, I did get a call from one of the citizens and actually, thanked me and the board for the incident reports on the website, but they did question why the last report on the website was March. So we do need to get the rest of the months on the website. Chairman Daniel: So you mean keeping it updated. Wayne Posey: Yes, but they did like the format. Chief Chambers: Basically it is the same as our monthly activities. (See Below for the copies of reports from Chief Chambers)

DRAFT

May 2017 Incident Response Report

Response Area:
1-Bransons Resort

Incident#	Exp #	Incident Date and Time	Incident Type
170254	0	5/14/2017 2:20:00PM	321 EMS call, excluding vehicle accident with injury
Total For This Response Area:			1

Response Area:
1-Cienega Springs

Incident#	Exp #	Incident Date and Time	Incident Type
170224	0	5/2/2017 10:15:13AM	321 EMS call, excluding vehicle accident with injury
170231	0	5/5/2017 2:35:32PM	550 Public service assistance, other
170286	0	5/28/2017 2:49:40PM	321 EMS call, excluding vehicle accident with injury
170291	0	5/29/2017 4:47:44PM	322 Vehicle accident with injuries
170297	0	6/2/2017 6:36:00AM	553 Public service
170299	0	6/3/2017 11:05:00AM	321 EMS call, excluding vehicle accident with injury
Total For This Response Area:			6

Response Area:
1-Down River

Incident #	Exp #	Incident Date and Time	Incident Type
170262	0	5/19/2017 12:53:40PM	550 Public service assistance, other
170301	0	6/4/2017 1:33:00AM	323 Motor vehicle/pedestrian accident (MV Ped)
170302	0	6/4/2017 2:11:01PM	342 Search for person in water
170309	0	6/7/2017 9:33:00PM	321 EMS call, excluding vehicle accident with injury
Total For This Response Area:			4

Response Area:
1-Fox's Resort

Incident#	Exp #	Incident Date and Time	Incident Type
170264	0	5/20/2017 2:55:00PM	321 EMS call, excluding vehicle accident with injury
170311	0	6/8/2017 7:26:53PM	550 Public service assistance, other
Total For This Response Area:			2

Response Area:
1-HighlandEstates/Park

Incident#	Exp #	Incident Date and Time	Incident Type
170257	0	5/16/2017 1:34:19PM	320 Emergency medical service incident, other
170295	0	5/30/2017 8:12:00AM	541 Animal problem
170306	0	6/6/2017 8:50:37AM	541 Animal problem
Total For This Response Area:			3

Response Area:
1-Jolly Knight

Incident#	Exp #	Incident Date and Time	Incident Type
170271	0	5/23/2017 6:16:50PM	321 EMS call, excluding vehicle accident with injury
Total For This Response Area:			1

May 2017 Incident Response Report

Response Area:
LaPaz County Park

Incident#	Exp #	Incident Date and Time	Incident Type
170289	0	5/29/2017 2:08:00AM	321 EMS call, excluding vehicle accident with injury

Total For This Response Area:

1

Response Area:
1-Lakeside

Incident#	Exp#	Incident Date and Time	Incident Type
170227	0	5/2/2017 8:25:18PM	321 EMS call, excluding vehicle accident with injury
170238	0	5/8/2017 7:48:19PM	321 EMS call, excluding vehicle accident with injury
170240	0	5/9/2017 8:56:47AM	444 Power line down
170241	0	5/9/2017 9:03:05PM	321 EMS call, excluding vehicle accident with injury
170249	0	5/12/2017 12:19:06PM	551 Assist police or other governmental agency
170255	0	5/14/2017 2:59:00PM	321 EMS call, excluding vehicle accident with injury
170260	0	5/17/2017 7:40:16PM	321 EMS call, excluding vehicle accident with injury
170263	0	5/20/2017 12:23:42AM	321 EMS call, excluding vehicle accident with injury
170272	0	5/23/2017 10:53:00PM	321 EMS call, excluding vehicle accident with injury
170273	0	5/24/2017 3:36:00AM	321 EMS call, excluding vehicle accident with injury
170277	0	5/26/2017 3:27:06PM	300 Rescue, emergency medical call (EMS) call, other
170278	0	5/26/2017 5:43:48PM	321 EMS call, excluding vehicle accident with injury
170279	0	5/26/2017 8:44:08PM	321 EMS call, excluding vehicle accident with injury
170290	0	5/29/2017 4:29:00PM	541 Animal problem
170294	0	5/30/2017 12:51:00AM	321 EMS call, excluding vehicle accident with injury
170305	0	6/5/2017 6:34:25AM	321 EMS call, excluding vehicle accident with injury
170308	0	6/7/2017 4:53:47PM	111 Building fire
170310	0	6/8/2017 9:03:54AM	541 Animal problem

Total For This Response Area: 18

Response Area:

1-Lower Marina Manor

Incident #	Exp#	Incident Date and Time	Incident Type
170239	0	5/9/2017 4:05:57AM	321 EMS call, excluding vehicle accident with injury
170282	0	5/27/2017 12:57:00PM	541 Animal problem

Total For This Response Area:

2

Response Area:

1-Marina Village Annex

Incident#	Exp #	Incident Date and Time	Incident Type
170243	0	5/10/2017 5:32:55PM	531 Smoke or odor removal 321 EMS call, excluding vehicle accident with injury
170244	0	5/10/2017 ?:09:00PM	323 Motor vehicle/pedestrian accident (MV Ped)
170265	0	5/20/2017 4:21:01PM	Total For This Response Area: 3

Response Area:

1-Moovalya Keys

Incident #	Ex	Incident Date and Time	Incident Type
p# 170230	0	5/4/2017 4:42:50PM	321 EMS call, excluding vehicle accident with injury
170236	0	5/7/2017 5:20:00PM	541 Animal problem
170248	0	5/11/2017 11:16:00PM	541 Animal problem
170266	0	5/20/2017 6:53:05PM	700 False alarm or false call, other
170267	0	5/20/2017 9:30:03PM	321 EMS call, excluding vehicle accident with injury
170275	0	5/24/2017 8:25:05PM	540 Animal problem, other
170298	0	6/3/2017 3:30:00AM	320 Emergency medical service incident, other

May 2017 Incident Response Report

Total For This Response Area: 7

Response Area:
1-Pirates Den

Incident#	Exp#	Incident Date and Time	Incident Type
170251	0	5/12/2017 9:10:49PM	611 Dispatched & canceled en route
			Total For This Response Area: 1

Response Area:
1-Riverside DR

Incident#	Exp#	Incident Date and Time	Incident Type
170258	0	5/17/2017 3:36:57AM	321 EMS call, excluding vehicle accident with injury
			Total For This Response Area: 1

Response Area:
1-Road Runner

Incident#	Exp#	Incident Date and Time	Incident Type
170229	0	5/3/2017 5:50:00PM	321 EMS call, excluding vehicle accident with injury
170250	0	5/12/2017 8:08:41PM	321 EMS call, excluding vehicle accident with injury
170284	0	5/28/2017 12:53:28AM	320 Emergency medical service incident, other
			Total For This Response Area: 3

Response Area:
1-Station 11

Incident#	Exp#	Incident Date and Time	Incident Type
170247	0	5/11/2017 3:54:00PM	553 Public service
170253	0	5/13/2017 4:20:00PM	321 EMS call, excluding vehicle accident with injury
170269	0	5/21/2017 2:17:12PM	300 Rescue, emergency medical call (EMS) call, other
170285	0	5/28/2017 2:28:53PM	550 Public service assistance, other
170296	0	5/31/2017 7:45:00AM	321 EMS call, excluding vehicle accident with injury
170304	0	6/4/2017 5:51:20PM	365 Watercraft rescue
			Total For This Response Area: 6

Response Area:
2- Buckskin State Park

Incident#	Exp#	Incident Date and Time	Incident Type
170232	0	5/5/2017 5:50:30PM	360 Water & ice related rescue, other
170268	0	5/21/2017 3:59:30AM	700 False alarm or false call, other
170287	0	5/28/2017 2:50:35PM	321 EMS call, excluding vehicle accident with injury
170303	0	6/4/2017 4:37:41PM	320 Emergency medical service incident, other
			Total For This Response Area: 4

Response Area:
2-Castle Rock Shores

Incident#	Exp#	Incident Date and Time	Incident Type
170245	0	5/10/2017 10:32:00PM	321 EMS call, excluding vehicle accident with injury
			Total For This Response Area: 1

Response Area:
2-Havasu Springs

Incident #	Ex	Incident Date and Time	Incident Type
p#			
170228	0	5/2/2017 11:19:44PM	561 Unauthorized burning
170234	0	5/6/2017 11:56:24AM	142 Brush, or brush and grass mixture fire
170274	0	5/24/2017 11:33:57AM	321 EMS call, excluding vehicle accident with injury
170288	0	5/28/2017 9:22:37PM	321 EMS call, excluding vehicle accident with injury

May 2017 Incident Response Report

Total For This Response Area: 4

Response Area:
2-Hillcrest Bay

Incident #	Ex	Incident Date and Time	Incident Type
p#		5/6/2017 7:39:25PM	541 Animal problem
170235	0	5/8/2017 3:08:39PM	541 Animal problem
170237	0		
Total For This Response Area:			2

Response Area:
2-Moonridge

Incident #	Ex	Incident Date and Time	Incident Type
p#		5/13/2017 12:33:48PM	321 EMS call, excluding vehicle accident with injury
170252	0		
Total For This Response Area:			1

Response Area:
2-Parker Dam

Incident#	Ex	Incident Date and Time	Incident Type
p#		5/15/2017 3:28:00PM	550 Public service assistance, other
170256	0		
Total For This Response Area:			1

Response Area:
2-Polynesian Shores

Incident#	Exp #	Incident Date and Time	Incident Type
170292	0	5/29/2017 5:08:04PM	510 Person in distress, other
Total For This Response Area:			1

Response Area:
2-Raintree Resort

Incident#	Exp#	Incident Date and Time	Incident Type
170259	0	5/17/2017 7:38:23PM	321 EMS call, excluding vehicle accident with injury
Total For This Response Area:			1

Response Area:
2-Dam Hidaway

Incident#	Ex	Incident Date and Time	Incident Type
p#		5/25/2017 9:26:47AM	561 Unauthorized burning
170276	0		
Total For This Response Area:			1

Response Area:
2-Station 211

Incident#	Exp#	Incident Date and Time	Incident Type
170233	0	5/6/2017 1:30:08AM	321 EMS call, excluding vehicle accident with injury
170281	0	5/27/2017 12:43:00PM	321 EMS call, excluding vehicle accident with injury
Total For This Response Area:			2

Response
Area: 2-Up

River Incident#	Exp#	Incident Date and Time	Incident Type
170246	0	5/11/2017 10:41:46AM	550 Public service assistance, other
170270	0	5/22/2017 11:59:00AM	321 EMS call, excluding vehicle accident with injury
170283	0	5/27/2017 4:01:00PM	550 Public service assistance, other
Total For This Response Area:			3

May 2017 Incident Response Report

Response Area:
2-Verde West

Incident#	Exp #	Incident Date and Time	Incident Type
170225	0	5/2/2017 2:26:00PM	541 Animal problem

Total For This Response Area: 1

Response Area:
Buckskin State Park

Incident#	Exp #	Incident Date and Time	Incident Type
170226	0	5/2/2017 7:23:04PM	321 EMS call, excluding vehicle accident with injury

Total For This Response Area: 1

Response Area:
Out Of District

Incident #	Exp #
170242	0

Incident Date and Time

Incident Type

170261

0

5/10/2017 4:32:12PM

137 Camper or recreational vehicle (RV) fire
Assisted on motorhome fire near Cattail Cove

Response Area:

Out Of District Incident #	Exp #
170242	0

0

5/18/2017 3:29:51PM

611 Dispatched & canceled en route
Toned out for down power lines; cancelled

170242

0

170261

0

170280

0

5/27/2017 2:13:31AM

611 Dispatched & canceled en route
1131 responded for structure fire at Riverview RV Park; cancelled enroute

170293

0

5/30/2017 12:19:44AM

121 Fire in mobile home used as fixed residence
1131 responded with (2) to structure fire in Big River; crew assisted with salvage & overhaul operations

611 Dispatched & canceled en route
Dispatched to a fire in Parker and cancelled enroute

170300

0

6/3/2017 7:56:00PM

321 EMS call, excluding vehicle accident with injury
Boat 1 responded to a head injury on the water (in front of Emerald Cove)

170307

0

6/6/2017 4: 14:50PM

Total For This Response Area: 6

Print Date: 6/13/2017

Grand Total: 88

Monthly Activities 5-2-17 to 6-8-17

- IMD: Classes this month were administration of Narcan. All the EMT's are now trained in the administration of Narcan. We also had a Webinar on Bums, in which Matt Pellerin helped teach the lecture.
- Training: Mandatory OSHA fit testing was completed.
- BLM: They had one class remaining but could not teach the class. They had a mandatory class that came up, we will take this class after fire season this year.
- Tube Float: We have had several meetings so far the final meeting will be Friday the 9th @ 1:00 pm and then have a briefing at 7:00 am on Sat. morning to hand out radio's and hand out the LAP. Michael Todd with Relm radio's has donated 14 radio's for the event. He will also be part of command on Sat. We will have the command post located at station 11.
- Head Start School (Crit) had a field trip at station 11. We had 2 days with several busses each morning.
- Memorial weekend: It was quiet for a big weekend. There were No fatalities.
- Update on Type 3 engine: Mike and Jason will be flying back to Minnesota to complete an inspection on the engine and then drive it home. This expense is included in the price of the engine. It will be between the 19th and the end of the month. We are waiting on a completion date from Rosenbauer.
- PSPRS: We did receive the entire amount from the County for our FDAT payment.
- Existing Parking structure located at Station 11 in the parking lot. We are in the process of securing the back corner of the structure and adding a small footing. The existing 4x4 post base is broken.
I am working on a proposal from Mike Zynda to Sheet the entire building with metal to match the boat house. His preliminary bid was approximately \$8000.00. Don Hoffman was the contractor who sheeted the boat house after I framed it and Mike Zynda was in charge. This proposal will be to add a metal roof, sheet the sides, front and back, and a man door for the side. We will be framing in the existing wood structure ourselves and adding an additional 6 feet to the front to make it a 20x40 structure. If this project is approved by the Fire Board, this structure will be used to house the 1102, which will be our reserve/POC training engine. In addition, we will create a storage area inside for storing our files and records that we are mandated to keep.
We would also be able to store equipment that is now currently stored in the apparatus room. We would then be able to designate an area in our apparatus room to store all the wildland gear. I would like to use the current building fund and the small remainder to come from Contingency reserve or the wildland fund, whichever the board would like to use, to fund this project. We have

talked about this project for years. Currently it is good for a shade structure, but we cannot secure anything.

Starting In July 1, 2017, I will be going back on shift schedule as a Captain Status here at Station 11, for a 56 hour week. I will discuss with the board whether I will work an extra day or so a week, to complete Chief duties as needed. We did not budget the extra money, and since we will need to save the money to make salary for the new Chief, I will be on a Captain Salary to *keep* everything straight in the budget, filling an empty Captain position. As soon as the new Chief is hired my benefits will also revert back. Please let me know any thoughts. I would like to take some time off in July, it is very busy and existing Captains and Lt's are taking their unused time this month, so to help out, I can wait until next month if necessary.

Upcoming activity and events.

June 15th Trauma CE at LaPaz hospital.

Upcoming at AFDA

- The next AFDA Board Meeting is scheduled for Tuesday, July 11, 2017 at 10:00 a.m. at the Renaissance Glendale Hotel coinciding with the 2017 Fire & EMS Leadership Conference, Glendale, AZ- Conference
- July 18th LaPaz County Fire Chiefs Meeting @ Buckskin Fire. 12:00 pm

Inside the discussion under Monthly Activities, Discussion regarding the existing parking structure located at Station 11 in the parking lot. Discussion on what would be kept there, including the 1102 Engine. Fire Board and Chief Chambers discussing if that is to be a topic for next board meeting to keep or to sell the 1102, how that affects the parking or storage structure and whether we are going to move forward with the parking structure. What to do the 1103 that is sitting outside. Chief Chambers: To get the bid on the 1102 and the County once and bring that proposal to board meeting in August.

Moving forward into the Chief's report, after Chief is done with report, he asks is there any questions: See below on questions:

Wayne Posey: You spoke to me last week regarding vacation payouts? Chief Chambers: Yes, is it on the agenda? Wayne Posey: No its not. So can we have that on the next agenda showing as I think the board should be authorizing these pay outs, vacation pay outs, because it is outside normal wages. So what I think what we should do is bring to the board the actual accrued vacation and the actual amount that is being paid out to each employee and the board should be authorizing that special pay out because it is outside regular wages. Chief Chambers: Ok, but it has already been paid out on everybody. We do it every fiscal year. It has to be paid out in June. Wayne Posey: You told me you were going to bring something to this board meeting. Chief Chambers: Yes, but for me. Wayne Posey: No, because I talked to you about vacation pay out, and you said you were going to bring something to this board meeting, so we were going to pay it out the first part of July when we spoke: Chief Chambers: I was talking about me, and I did ... Wayne Posey: Maybe you can provide that at the next board meeting. Chief Chambers: Yes. I did send you guys an email... Wayne Posey: Or do you want an email or a discussion: Chairman Daniel: I want a discussion together. Chief Chambers: Did you guys get my email? Chairman Daniel: I got it. Chief Chambers: Ok. The reason I did that, it has to be paid out or a decision made by July 1 or extend it, see what you guys want to do with that. Chairman Daniel: Ok, anything else Chris? (Chief Chambers) Robert Gory: Can I ask a question, how's our secretarial going, she's doing a great job, and I was wondering how Patty was talking about sometime, very close here, she was going to leave and I just didn't want something to happen here where she just take off. Chief Chambers: No, she's been here today and she will be either tomorrow or Friday, she is here a couple days a week. Barbara Cole: She will be here, while I'm at conference she will help out. Chief Chambers: She is basically down to two days a week as needed right until Barbara feels comfortable. Barbara Cole: There are some things that doesn't come up all the time that we are working on, she has been very helpful and very accommodating. Robert Gory: She had mentioned some time ago that her husband was going to retire and they were going to get ready, she want to make sure they could retire together and they could run off into the sunset together. Barbara Cole: It probably would be more towards the end of July. Robert Gory: So is it going to be soon do you think? Chief Chambers: It is going to be more up to how Barbara feels and how comfortable she feels how things are going. It may be where we use her as a source and you guys can agree on hiring her as needed for so many hours. Right now she is basically two days a week and we have her through July at two days a week, while Barbara is at conference. Wayne Posey: Does the other Barbara still work part-time? What does she do? Chief Chambers: What does she do? Wayne Posey: I mean, could Pattie do that part-time job? Barbara Cole: Barb does a lot of IT stuff that we doing and other things? Chief Chambers: You mean get rid of Barb? Wayne Posey: I am just saying as far as the work

load itself, we don't have money budgeted for full-time starting July 1, I think it is a good thing to keep Barb around part-time, I mean Pattie, until she feels comfortable. Glenda Gerson: I don't think she is planning on working anymore past that time. Barbara Cole: She is only working part-time. Chief Chambers: Yes, it only the two days we discussed through July. Wayne Posey: Maybe, because we have to resolve that extra medical benefit that we are paying her. Chief Chambers: I think it is already done. Barbara Cole: We are not paying that anymore. Chief Chambers: It's done, once she went to off the 4 days per week, we stopped it. Chairman Daniels: Ok, if there is nothing else, we will move on to #14.

14. Call to the Public. Consideration and discussion of comments from the public. *Those wishing to address the Buckskin 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.***

Chairman Daniel: No discussion, we will move to item #15.

15. Schedule next Work Session and/or Regular Session; set date and time.
August 9, 2017 at 6:00pm

Chairman Daniel: If there is no more discussion then we can move to adjourn: Wayne Posey: There are a couple more items that I would like to see on the Chief's Report. Chairman Daniel: Sure. Wayne Posey: A monthly overtime pay-out report, basically a monthly report showing the amount of overtime being paid out, showing what it is used for, coverage or whatever, I think that is important as far as tracking that over time, to see what it is being used for, if the board agrees. Chairman Daniel: Sure that is fine. Wayne Posey: Oh, and for future workshop, based on what I heard from her as far as policies, I've never seen BFD's policies, is there a binder or something, I think it would be good for maybe the board to maybe just schedule a workshop and to get the policies to the board members then schedule a workshop to review them. Don Rountree: I like your idea with having a new Chief coming on but let him build his department the way he wants. Wayne Posey: See I don't know what's going on, until there is an issue, and we don't know what is going on as far as policy. Chief Chambers: If you want me to get you the SOPs and SAPs I can get you the books and you can go through them. Wayne Posey: That would be helpful. It would help more to understand what is going on. Chairman Daniel: Anything else that we would like to add to the next meeting? Nope.

