Mayer Fire District
Regular Meeting Minutes
Tuesday, November 17, 2015 6:00PM
Mayer Fire Administration

1 ***Call to order.***
Chairman Coe called the meeting to order at 6:00 P.M.

2 ***Pledge of allegiance.***

3 ***Roll Call of members.***
Present were Chairman Coe, Clerk Dodge, Member Wesolowski and Member Tucker. Member Ashton was not present.

4 ***Badge Pinning for new fulltime firefighter Lannah Romman.***
Chairman Coe swore in Lannah Romman.

Item 15 was moved after 4.

5 ***Call to the public.*** *(The Fire Board can only respond to items on the Agenda, Comments limited to two minutes each.)*
There was no public comment.

6 ***Chief's Report:***
a) Monthly and year-to-date financials (Working with Committee).
Chief McGhee said we ended the month with a net income $13,145.36. He went over the financials.
b) Current event report.
Captains testing December 17, 18, 21. **Fire Prevention** – Bryan Lukes is taking this over. He did a puppet show at the elementary school. **Grants** – We will be turning in the paperwork to get the $2,100 return. **Route Fire** – We billed $37,861 and the expenses were $18,687.40 with payroll being $13,529.08. We made $5,444.40. **Pat Walker information** – she stated at the last Board meeting that we have $2,000,000 outstanding in ambulance but it is actually (approximately $186,000) and we are hoping it is still billable. **State Fire Marshall's Office** – we promise that we are going to follow and meet the standard for the fire code (2008) and by the first of the year we need to adopt 2012. He explained that anything we do we submit it to Rick Chase and he reviews it, initials it and then Chief McGhee signs it (no cost to MFD). **Cummins-Pacific** – We are getting $1000 back from them.

7 ***Mayer Chapter of the International Association of Firefighters (IAFF) Local #3066 (the Union) report.***
Brian Simington (for Steve Quintero Chapter President) said this Saturday the Charities are putting on a pancake breakfast at 10:00.

8 ***Combined Committee (Budget, Labor, and Policy & Procedure) update.***
Chairman Coe said the items that we are sending forward are on the agenda.

9 ***Consent Agenda.***
Clerk Dodge made a motion that we accept the Consent Agenda a. through g. Member Wesolowski seconded. The vote was Aye – four; No – zero. **Motion carried.**

10 ***Proposals / discussions with Williamson Valley Fire District's Chief Smith regarding shared resources.***
Item tabled.

11 ***Possible changes to the Memorandum of Understanding and / or Policy & Procedure Manual:***

a. Credit Card Policy.

Chief McGhee said at the Budget Committee meeting the changes were made and emailed to the Board for review. There was discussion. There will be a form to sign after the card holders read the policy and it will be kept on file. **Clerk Dodge made a motion that we accept the policy change however we do need to put it into the same format as our regular policy manual.** Member Tucker seconded.
The vote was Aye – four; No – zero. **Motion carried.**

12 ***Raising and changes to the Reserve Pay Scale.***

Chairman Coe said we had input from people that run the reserve program. He said we are trying to encourage them to stay with us longer. There was discussion. **Clerk Dodge made a motion that we adopt the revised pay rates as listed for reserves.** Member Wesolowski seconded.
The vote was Aye – four; No – zero. **Motion carried. After discussion Clerk Dodge amended his motion to say it will go into effect the start of next pay period.** Member Wesolowski seconded the amended motion. The vote was Aye – four; No – zero. **Motion carried.**

13 ***Fee Schedule for services provided by Mayer Fire.***

Chairman Coe said that the standbys are going to go by the schedule we have and the ambulance standby is in the CON (Certificate of Need) and it is regulated by DHS (Department of Health Services).
Chief McGhee said he found out from Kris Ahern on the ambulance standbys and if we charge our base rate - let's say it is a six hour event then we would charge the $1582.78. The only time we have to send a letter and a contract is if we want to charge less (maximum 30% less). If it is not going to be an event then we have to stay with the $395.78 every fifteen minutes. There was discussion. **Member Wesolowski made a motion that we accept Fee Schedule for services provided by Mayer Fire as is.** Clerk Dodge seconded. There was discussion. Member **Wesolowski amended the motion to say 'dedicated' standby.** Clerk Dodge seconded the amended motion. The vote was Aye – four; No – zero. **Motion carried.**

14 ***Presentation on the Captain Testing Process.***

Chief McGhee said Captain LaGreca and Captain Haney worked on the testing procedures. There was discussion. Captain LaGreca said the process will encompass three different days (different shift on each day). The first day will be in two parts; 1) 100 question written test 2) in-basket exercise. The second day the candidates will go through several different role play scenarios. They will also go through an interview panel compiled of outside company officers and chief officers from other organizations. The third day will be the final interview which will be the management team. He said last week Chief McGhee, Captain Haney and he went over everything with the candidates and they had an opportunity to ask questions. Chairman Coe said if there is a promotion who picks the person. Chief McGhee explained he and the two Captains will pick and it isn't going by the highest score. There was discussion about the highest score. Chief McGhee said you need to include the personnel record, work history and other items. Captain LaGreca said he disagreed and said if someone thinks we are being biased the management team (third day) counts for five percent and it is pass – fail for that final interview. He went on to explain the list per policy is displayed alphabetically for who passed (within five business days). There was discussion. Chairman Coe asked if the person with the highest score is going to get the promotion (unless there are disciplinary reasons) and Captain LaGreca said yes they will be hired based on top score (no rule of three). There was discussion. It was decided to add wording that states the top scorer will get the promotion. There was discussion. It was clarified that this is to establish the list (not promote). There was discussion. **Chairman Coe said we need to have the promotion on the agenda (January) to approve or not approve the promotion (due to our financial situation).** There was more discussion.

15 ***Letter of Declaration for Yavapai County Treasurer's Office and Chase Bank.***

This was done after item 4.

Chief McGhee said on the backside it needs to be notarized after everyone reads and approves. **Clerk Dodge made a motion that we approve the letter of Declaration as written.** Member Wesolowski seconded. The vote was Aye – four; No – zero. **Motion carried.**

16 ***Choosing an audit firm.***

After discussion **Clerk Dodge made a motion that we accept Walker and Armstrong for one year.** Member Wesolowski seconded. The vote was Aye – four; No – zero. **Motion carried.**

17 ***Yavapai Regional Medical Center Agreement for replenishment of pharmaceuticals.***

There was discussion. Clerk Dodge asked how much we are billed a year by Yavapai. Brian Simington explained that we charge a flat rate and the hospital charges the patient for whatever drug we exchange. There was discussion about the cost of expired drugs and drugs. **Member Wesolowski made a motion that we accept Yavapai Regional Medical Center Agreement for replenishment of pharmaceuticals as is.** Chairman Coe seconded. There was discussion. The vote was Aye – three; No – one. **Motion carried.** (Clerk Dodge voted no)

18 ***Guidelines for part-time temporary employees.***

Chairman Coe said that we don't have any guidelines for part-time temporary employees. He had a memo with some suggestions to look at and get some input. Chairman Coe read: ***1) Reaffirm that the Chief has the authority to schedule part-time temps when needed. 2) Strive to utilize part-time temps as needed rather than setting regular hours per week. If there is a large work load or regular occurring task, scheduled hours could still be put in place. 3) Part-time temps need to do their work at the work place working under District supervision. The Chief would assign the supervisors who would track hours and make sure the part-time temps are on task. 4) If there is no work the part-time temps go off the clock. 5) The Chief keeps the Fire Board members informed on part-time temp activity and hours weekly via email followed up monthly in the Chief's monthly report.*** There was discussion about it being a directive to follow or put into policy. **Clerk Dodge made a motion and said to try this as a directive and guideline from the Board and if it needs to be readdressed later we can do that.** Member Wesolowski seconded. The vote was Aye – four; No – zero. **Motion carried.**

19 ***Opening a Bank of the West Grant Account for grant activity only (retro-active to October 30, 2015).***

This is already opened and Bank of the West needs this to be on the minutes. **Clerk Dodge made a motion that we approve the Bank of the West account that is already open retroactive to October 30, 2015.** Member Wesolowski seconded. The vote was Aye – four; No – zero. **Motion carried.**

20 ***Immediate short-time and long-range goals and options for the Mayer Fire District.***

Chairman Coe said item 20 and 21 are in the same category. He said at the Combined Committee we decided at the next meeting we are going to look at these and have a work session and talk about where we are going with leadership and goals and bring some things back to the Fire Board. There was discussion.

21 ***Long term leadership options.***

See item 20.

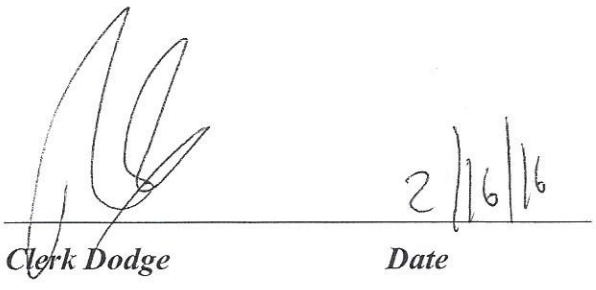
22 ***Future Agenda items.***

23 ***Future meeting dates.***

Regular Board Meeting is scheduled for December16, 2015 at 6:00 P.M.

24 ***Adjournment.***

Chairman Coe called the meeting adjourned at 7:58 P.M.



2/16/16

Clerk Dodge ***Date***