

**Mayer Fire Board
Special Meeting Minutes
August 10, 2015 4:00 PM
Mayer Fire Administration Office**

Before the meeting it was determined that Paul Coe would be acting Chairman and Ed Wesolowski would be acting Clerk.

1 Call to order.

Chairman Coe called the meeting to order at 4:05 P.M.

2 Pledge of allegiance.

3 Roll Call of members.

Present were Acting Chairman Coe, Acting Clerk Wesolowski and Member Dodge. Member Ashton was present by telephone. (Member Ashton left the meeting at 4:56.)

4 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.

5 Staffing strategies, operations and administration.

a) Proposal to change administration work schedule.

After discussion Member Dodge made a motion on a trial basis for a quarter to put the administration staff on a work schedule of 4 days / 10 hour shifts and the schedule be determined by the admin staff. Clerk Wesolowski seconded. The vote was Aye – four; No – zero. **Motion passed.**

b) Proposal to allow duty Captains move up to Duty Chief if needed.

Chairman Coe said when we need a Duty Chief and one from outside is not available this will allow the Captain to move up (approximately \$210 a day). After discussion Clerk Wesolowski made a motion to allow duty Captain's to move up to Duty Chief if needed. Member Dodge seconded. The vote was Aye – four; No – zero. **Motion carried.**

c) Part-time office staff job description.

Chairman Coe said we need to line out what the position is doing. Member Dodge suggested giving the flexibility to the Office Manager to direct the part-time person (run errands, answer phones). Chief McGhee said he would be the supervisor. The Board wanted to make sure CPR community relations was in the job tasks and Chief McGhee said he would make sure she did this and that it would be a priority. **No Action needed.**

d) Proposal for Fire Board oversight for administration functions.

There was discussion about priorities (training, maintenance, response and liabilities).

e) Other leadership or managements options.

Member Dodge would like the Firefighters to bring ideas to the Board.

6 Recovering District property from former Fire Chief.

Chief McGhee said the last letter from (Glenn Brown's) lawyer requested for (Brown's) stuff to be returned and Brown would return some of his acquired (work) objects (including files). There was discussion. Brown was given until August 14th or he would be turned in to the Sheriff's Department (procedure stated in Policy). **Member Dodge made a motion that if we don't have the equipment returned by August 14th that we file a stolen property report with the Sheriff's office.** Chairman Coe seconded. Chairman Coe said he would let Brown's attorney know about this motion. There was discussion. The vote was Aye – four; No – zero. **Motion carried.**

7 Immediate, short time and long range goals and options for the Mayer Fire District.

There was discussion. Chief McGhee said he would send the five year plan. Member Dodge wanted this to be put on Monday's agenda (regular meeting). There was discussion about sending this item to the Combined Committee and having a meeting Monday before the regular Board meeting with the Union sending a proxy.

8 Missing District documents.

After discussion Member Dodge moved that the same deadline be August 14th for the files that are missing

and if they are not recovered by then that the report will be made with the appropriate law enforcement authority. Clerk Wesolowski seconded. The vote was Aye – four; No – zero. **Motion carried.**

9 ***Proposal to exchange Vehicle #0201 for training services provided by Central Yavapai Fire District.***

Chief McGhee said the ambulance is worth about \$1300 to \$2500 and talked about (on an IGA – Inter Government Agreement) giving it to CYFD. We still owe them \$2250 for training for the Engineer testing. Part of what CYFD is offering is to send an engine company to MFD so MFD can send an engine to CERTA to do training in exchange. Member Dodge requested it put on Monday's meeting with the document from CYFD. Chairman Coe said we need to declare the ambulance surplus from MFD which would require a vote for making it surplus and another vote for the agreement.

4:56 - Member Ashton left the meeting.

Item tabled.

10 ***Volunteer and / or joint powers agreements aid from other fire departments.***

Chief Devendorf said with the backing of the Arizona Fire Chief's Association he has been speaking to other fire districts about assisting where assistance is needed. The other Fire Chief's (which he talked to about assisting MFD) only concern was that the one's coming to help have no liability. The one's coming to help would become employees of the MFD (cost about \$80 a month for added insurance coverage). There was discussion. **Member Dodge made a motion that we create a special reserve position for Duty Chief coverage.** Chairman Coe seconded. There was discussion.

The vote was Aye – three; No – zero. **Motion carried.**

11 ***Agreement on vacation cap for line firefighters.***

There was discussion. Member Dodge said it didn't affect the MOU as it wasn't changing any benefits. All the sick and vacation (over the maximum amount) after December 31st each year would be gone. Chief McGhee said the MOU was revised and sent out. There was discussion. **Member Dodge made a motion that we do a temporary change to the accrual max to December 31st, 2015. After that date it will go back as written in the MOU to June 30th.** Chairman Coe seconded. Chief McGhee said this is just for firefighters and doesn't encompass admin. **Member Dodge modified his motion to say this applies to Chapter members only.** Chairman Coe seconded.

The vote was Aye – three; No – zero. **Motion carried.**

12 ***Vacation policy and conversion of sick leave.***

There was discussion. Chairman Coe said he would send the policy to Doug Fant for MFD's attorney's interpretation. He said this would be on the agenda (next Board meeting).

13 ***Captain's promotional test and promotion timetable.***

Chief McGhee said we have a Captain's opening and to give everyone time to study he put out a memo with the items they will be tested on. Member Dodge said he thought we could put the people who apply in that position (acting Captain) and let them start and not get to the 28 days. He said to rotate it through (each on gets 26 days in that position). There was discussion about creating a Captain's list and joint testing.

Item tabled. To be put on the next regular meeting agenda.

14 ***Future Agenda items.***

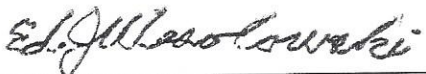
Filling the vacancy on the Board.
Item 7. Item 9. Item 12. Item 13.
Item 6 and Item 8 for a follow up report.

15 ***Future meeting dates.***

8-17-15 Combined Meeting at 4:00 P.M.
8-17-15 Regular Meeting at 6:00 P.M.

12 ***Adjournment.***

Chairman Coe called the meeting adjourned at 5:38 P.M.

 9/16/15

Acting Clerk Wesolowski Date