

Mayer Fire District
Regular Meeting Minutes
Wednesday, April 21, 2021 4:30PM
Mayer Fire Administration

1 ***Call to order.***

Chairperson Baca called the meeting to order at 4:30 P.M.

2 ***Pledge of allegiance.***

3 ***Roll Call of members.***

Present were Chairperson Baca, Acting Clerk Junkins, Member Montgomery, Member Thurman, Member Provinzano (telephonically). All present.

4 ***Nomination and election of a Board Clerk, Board Chair, and appointment as Local (pension) Board Chairperson***

Member Provinzano motioned to elect Member Thurman as Board Chair.

Chairperson Baca motioned to elect Acting Clerk Junkins as Board Chair.

Member Montgomery seconded the motion to elect Member Thurman as Board Chair.

Chairperson Baca called a vote to close the nomination process.

The vote was Aye-5, No-0. All voting Aye. Motion carried.

Chairperson Baca called a vote for electing Member Thurman as Board Chair.

The vote was Aye-3, No-2. Members Baca and Junkins voting No. Motion carried.

Member Baca turned the meeting over to Chairman Thurman.

Member Junkins nominated Member Provinzano for Board Clerk. Member Baca seconded the nomination. The vote was Aye-4, No-1; Member Provinzano voting No. Motion carried.

Member Provinzano will now be Clerk Provinzano and also the Local Pension Board Chairman.

5 ***Possible nomination and election or appointment to a Mayer Fire Committee***

Chairman Thurman nominated Member Junkins. Member Junkins declined due to being on two committees already.

Chairman Thurman made a motion to appoint Member Montgomery to the Combined Committee. Member Baca seconded the motion. The vote was Aye-5, No-0. All voting Aye. Motion carried.

6 ***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.

7 ***Chief's Report:***

a) *Monthly and year-to-date financials (Working with Committee).*

Chief Smith reviewed his monthly report with the Board. A copy of this report is filed with the packet for this meeting.

The new Engine 23 should arrive and be in service soon. It is 5 years newer than the current engine.

This will be purchased from Williamson Valley Fire District (WVFD) when Aguila Fire District purchases one of the older engines from Mayer Fire District (MFD).

There are other vehicles out for repairs.

MFD recently switched ambulance billing companies from Sedona Fire and Ambulance to Action Ambulance. For the month of March, Sedona Fire showed that we collected nearly \$90,000 in ambulance billing, and then found out that they had accepted duplicate checks from United Health Care. MFD will have to refund approximately \$10,000 due to the error. The two billing companies will work together for the next few months during the transition.

b) Current event report.

The implementation to some different way of doing things has gone well and has been well-received. There have been several trainings. The Engineer's Academy has been going on for the last two weeks. Some firefighters have been sent to a Train The Trainer class on Nozzle Forward, a hose management class. All the MFD Captains have been started on Blue Card training, an incident command system. Two firefighters have been sent to the Captain's Academy. There is a Fire Instructor I class scheduled for May at MFD. There is a Department of Homeland Security (DHS) funded, grant-funded class for Hazard Material Technician starting in August. The Regional Technical Rescue Technician Academy will be in October. Mayer Fire District was awarded 5 gas monitors from Arizona Homeland Security funding. This allows MFD to own the gas monitors and allow the district to get out of the current lease for monitors. A week of fire training was spent on a local structure ending with burning it down. MFD will switch from QuickBooks desktop to QuickBooks Online for ease of access in audits.

8 Mayer Chapter of the International Association of Firefighters (IAFF) Local #3066 (the Union) report.

There was nothing to report.

9 Consent Agenda.

Chairman Thurman explained to the Board that items a, c, and d are not available at this time due to the transition from QuickBooks desktop to QuickBooks Online.

Chairman Thurman motioned to accept consent agenda items b,e,f,g,h. Member Montgomery seconded the motion. The vote was Aye-5, No-0. All voting Aye. Motion carried.

10 Acceptance of the June 30, 2020 audit presented by Jay Parke with Walker & Armstrong

Mr. Parke presented the fiscal year 2019-20 audit to the Board. Audit documents are included in the packet for this meeting. This is a cash-basis report.

The cash as a percentage of the general fund disbursements (operating budget) is 14%. As a general rule of thumb the cash balance should not go below 10% of the operating budget.

There is less being borrowed against the line of credit than in past years.

Senate Bill 1603, introduced after June 30, 2020, if passed, will help in recovering some Public Safety Personnel Retirement System (PSPRS) obligations already paid.

There are no material weaknesses or significant deficiencies found this year.

An area of improvement noted for internal controls is on documentation to support the receipt of goods.

Member Baca motioned to accept the June 30, 2020 audit. Member Junkins seconded the motion. The vote was Aye-5, No-0. All voting Aye. Motion carried.

11 Engagement Letter from Walker & Armstrong for the June 30, 2021 Audit

Member Baca motioned to accept the Engagement Letter from Walker & Armstrong for the June 30, 2021 audit. Member Junkins seconded the motion. The vote was Aye-5, No-0. All voting Aye. Motion carried.

12 Waiver of Conflict of Interest Letter from the Yavapai County Attorney's Office

Doug Fant, attorney for MFD, stated that it makes common sense to have this particular subject, financial topics, handled strictly through the County itself, and through their Council. They need to have consistency in documentation of the lines of credit. This is a rational document and he encouraged the Board to approve it.

Member Baca motioned to accept the Waiver of Conflict of Interest Letter from Yavapai County Attorney's Office. Member Junkins seconded the motion. The vote was Aye-5, No-0. All voting Aye. Motion carried.

13 Intergovernmental Agreement for shared services between Mayer Fire and Williamson Valley / Bagdad Fire for employee and equipment sharing

Chief Smith spoke. He stated there has been no co-mingling of funds between MFD and WVFD. As the agreement stands, people of one district can't work at the other, or vice versa.

Reserve firefighters were able to apply for employment as a reserve with the other entity if they chose to with no problem.

This was not possible for full time firefighters or administrative staff due to retirement and healthcare

benefits being different. There is no mechanism in place for the districts to pay each other back. This proposed agreement would allow full time firefighters from either district to work at the other district at their home district rate of pay and overtime pay. Any difference in pay would be made whole, quarterly by each district invoicing the other for payment in full for any hours worked by firefighters belonging to the other district.

The equipment sharing part of this proposed agreement is specifically for wildland apparatus due to changes coming from the State of Arizona regarding reimbursement for wildland assignments. The State is moving to an all-inclusive rate for apparatus after this fiscal year. What this means, for example, is if WVFD sends out a truck on a wildland assignment, the invoice to the state will come from WVFD, even if MFD firefighters were on the crew with the truck. Once WVFD receives the reimbursement from the State, they would owe MFD for the firefighters that were on the crew. Once the changes from the State take place, the State will not allow for each department to invoice for their own people on a combined crew.

WVFD Board has signed the proposed agreement earlier this week with agreement from their legal council.

Doug Fant, Attorney for MFD, sees the agreement as favorable in that it gives the opportunity to have more personnel available in both locations.

Chief Smith added that both districts are covered by the same insurance provider and it spells out that each employee is covered under the workmen's compensation policy of their home unit.

Mutual aid agreements already cover if someone is injured under the command of someone outside their home unit. There are about 15 departments utilizing this agreement already.

Chief Smith clarified that any work done by firefighters from one district for the other district is completely voluntary.

Member Montgomery motioned to accept the Intergovernmental Agreement for shared services between Mayer Fire and Williamson Valley / Bagdad Fire for employee and equipment sharing. Member Junkins seconded the motion. The vote was Aye-5, No-0. All voting Aye. Motion carried.

14 *Add Chief Smith and Member Thurman as signers and remove Chief McGhee and Ryan Madsen as signers on all Bank of the West Accounts*

Member Baca motioned to add Chief Smith and Member Thurman as signers and remove Chief McGhee and Ryan Madsen as signers on all Bank of the West Accounts. Member Junkins seconded the motion. The vote was Aye-4, No-0, Abstain-1; Member Montgomery abstaining. Motion carried.

15 *Possibly dissolving the Alternate Duty Chief Coverage Committee*

Chief Smith explained that the purpose of this committee is obsolete with the Intergovernmental Agreement between Mayer Fire and Williamson Valley Fire.

Member Baca motioned to dissolve the Alternate Duty Chief Coverage Committee. Member Junkins seconded the motion.

Member Thurman asked what would happen if Chief Smith is not available. Chief Smith responded that Chief Tunis and Chief Love would provide coverage. Beyond that, we would bring in an extra reserve for the day and the Captain on duty would move up into the Battalion Chief's position.

The vote was Aye-5, No-0. All voting Aye. Motion carried.

16 *Future Agenda items.*
USDA loan refinance

17 *Future meeting dates.*
The next regular board meeting is scheduled for May 19, 2021 at 4:30 P.M.

18 *Adjournment.*

Member Montgomery motioned to adjourn the meeting. Member Baca seconded the motion. The vote was Aye-5, No-0. All voting Aye. Motion carried.

Chairman Thurman adjourned the meeting at 5:38 P.M.

X

Clerk Provinzano *5/19/2021*
Date