

## MEETING MINUTES OF THE GREER FIRE DISTRICT

### BOARD OF DIRECTORS

Meeting Time/Date: 1900 Hours, 24 July 2013

Meeting Location: Greer Fire District Station 2, 38974 SR 373

#### I.) CALL TO ORDER

Dan Leeds called the meeting to order at 1910 hours. Dan commended the team on success of the pancake breakfast and the completion of the generator shed. He expressed our condolences for the loss of the Granite Mountain Hotshot crew as well as local firefighter, Michael Peña. Jim brought up the dangerous nature of the curve where the MVA fatality occurred as well as the Crosby Acres intersection. After discussion of possible signage changes, rumble strips and other remedial action it was decided that this will be added as an agenda item next month and and that perhaps we can send a letter with our recommendation to ADOT.

#### II.) ROLL CALL OF FIRE BOARD MEMBERS

Attendees: Leeds, Wright, Smith, Diepstraten, Combs, Chief Wade, Steve Vickers

#### III.) SCHEDULED PUBLIC APPEARANCES

##### Auxiliary Report

This will be done as an action item.

##### Web Site Report

Chief continues to update the website as needed.

##### Annual Audit Report

The visit is August 15 and 16. Board members are encouraged to attend if possible.

#### IV.) CALL TO THE PUBLIC: None present

#### V.) CONSENT AGENDA

A. Minutes – Two corrections were made to the June 27 minutes. On page 2 the word “phone” was corrected to “foam”. And, Patrick Lytle's name was added in the following sentence. Ted asked about the requirement that bank statements be given to board members.

B. Chief's Report – Attached to and made a part of these minutes.

C. Chairman's Report: We received a card from Rachael regarding the birth of her son, Jaxon Garms.

D. Treasurer's Report – Lee said this month's report is not very usable because of the delay from the County. The expenses are correct but the income is not. Lee was unable to do fund balances due to the lack of timely input from the County. We will have to revisit this next

meeting. Dan said we must send a letter to the County Board of Supervisors as well as the Treasurer regarding this.

E. Committee Reports – None

F. Correspondence: We received a declaration page from SCF showing our insurance policy amounts for the new fiscal year. The new premium is estimated to be \$29,144 which is a sizable increase over last year. We budgeted \$19,000. Chief will follow up on this issue.

We need to re-register our trade name with the Secretary of State.

Motion to accept consent agenda by Lee. Second by Ted. Unanimous.

#### VI.) DISCUSSION AND POSSIBLE ACTION CALENDAR

A. Personnel Issues: None

B. Volunteer and hiring Candidates - None

C. Auxiliary Activities – Chief went over the background of the pancake breakfast fund raiser and how the money was intended to be disbursed. The initial intent was that all of the money raised was to go to the Granite Mountain crew families. Chief's recommendation was to do this and to cut a second check for the Michael Peña Family. Bob suggested that each of the families be sent a card of condolence from the District with an equal share of the money raised.

Chief reviewed available foundations such as the Phoenix 100 Club, the Wildland Firefighters Foundation and the Prescott Firefighters Association (now the Phoenix Firefighters Association. Lee moved that we divide \$6,008.19 by 19 and distribute a check with a card and/or letter to each of the families of the Granite Mountain Hotshot Crew. Second by Ted. Unanimous.

Lee pointed out that in the future any commitment regarding funds raised by a fund raiser must be made only by the Board.

A discussion then ensued regarding the Michael Peña Family. Lee moved that we donate \$300.00 to the Michael Peña Family. Second by Ted. Unanimous.

D. Standard Operating and Administrative Procedures – Chief Wade – Chief reviewed the Standard Administrative Procedure #10. After discussion, consensus was that all references to “should” be changed to “shall”. And, that the statement in italics and bordered by a box on page one be removed in the final document.

Lee said the entire section on petty cash was removed.

Ted moved that we accept SAP#10 with the box on page one removed and all references to “should” be changed to “shall”.

E. Pension By-Laws

Chief reviewed all the changes and updates. This must be done every year. Bob moved we accept the GFD Pension By-Laws as presented. Second by Lee. Unanimous.

F. Chief's Evaluation (Executive Session)

Lee moved we convene an executive session. Second by Ted. Unanimous.

When open session was reconvened the Board reviewed with Chief Wade his goals for 2014. Motion by Lee to approve his goals for 2013 as having been met and approved his proposed goals for 2014 with the addition of requiring of Chief a written plan and written report to be submitted to the Board to include goals and objectives. Second by Ted. Unanimous.

VII.) BOARD MEMBER COMMENTS

Lee – Add item E to next agenda (improved safety on Highway 373).

Chief gave update on Captain Carnwright's health.

Next meeting will be 28 August 2013.

VIII.) ADJOURNMENT at 2124 hours

By: \_\_\_\_\_

Robert L Combs, Clerk of the Board

Board Members:

Dan Leeds, Chairman \_\_\_\_\_

Ted Diepstraten \_\_\_\_\_

Jim Wright \_\_\_\_\_

Bob Combs \_\_\_\_\_

Lee Smith \_\_\_\_\_