

## MEETING MINUTES OF THE GREER FIRE DISTRICT

### BOARD OF DIRECTORS

Meeting Time/Date: 1900 Hours, 16 May 2012

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

#### I.) CALL TO ORDER

Dan Leeds called the meeting to order at 1900 hours. Dan thanked Lee for installing the exterior lights, Bob and Dave for the remodeling plans and the auxiliary for the excellent dinner last night.

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

Attendees: Leeds, Smith, , Page, Combs, Chief Wade, Lt. Struble, (Diepstraten arrived at 1913 hours) and Carole Combs

#### III.) APPROVAL OF MINUTES (Board meeting of 18 April 2012)

Lee had a question regarding the fourth quarter payment on the Fuels Reduction Grant on page 2. Chief confirmed that it was 4<sup>th</sup> quarter. Motion to approve minutes of 18 April 2012 by Smith, second by Page. Unanimous approval.

#### IV.) SCHEDULED PUBLIC APPEARANCES: None

- Website report – Chief Wade
  - We met with Don to get the minutes, agenda and budget posted on the website. All agendas are current for this FY. The size of the minutes has been a problem. We may have to reduce the size in some way. Bob asked if there was something he could do with regard to the size. Chief doesn't know yet. Dan asked whether we are required by statute to post minutes. Lee said not yet but it is coming in 2013. Lee said we are required to post the budget and they found that there is a much simpler budget format we can post.
- Auxiliary Report – Carole Combs
  - A week ago the Auxiliary got together here and did approximately 500 of the FireWise packets. They will be distributed on May 21. Bob, Bruce G., and Geo. Phares will help drive. If there is anyone else available it would be appreciated. Quads have been volunteered by Chris, Ted and others. There was discussion regarding safety of quads to do this. Chief said safety will be addressed. Helmets will be provided. Bob asked about the issue of these hanging for months and indicating that no one is home. They will be placed behind screen doors when possible.
  - We are ready for Open House. We are making cookies and have roaster ovens available for the hot dogs. There was discussion of auxiliary coverage on the information table for Greer Days. Carole said just about everyone has plans. Chief said firefighters can cover if necessary. Carole said just about all the auxiliary can be available for the pancake breakfast.
  - The auxiliary will do the weeding of the flower bed in the future rather than firefighters.

- Hours of pancake breakfast will be 7-10 and firefighters will be there by 6. There was discussion of set-up, especially how to keep sausages warm. It was suggested that a barbecue grill could be used to supplement roasters.
- Carole asked about progress on badges. Chief Sluiter is working on it.
- Dan asked date of Open House. It is May 26 from 10-2 with Forest Service speaking from 10-11. Lee said FS may not make it due to being on fire teams. There was further discussion on a mini-muster for kids at Greer Days. Lee asked whether we have a source for towels to dry the kids after the hose and bucket events. Chief will check with E & E. Dan was concerned about the safety of the water to be used.

V.) CALL TO THE PUBLIC: None present

#### VI.) REPORTS AND CORRESPONDENCE

##### A.) Chief's Report

- For April we had 11 callouts – 6 fire calls, 3 of the 6 were MVAs, 4 EMS calls and one refusal.
- In personnel Larry Vickers has been doing very well. He is signed off on 40 and by June 1 should be good to go by himself. Terrell Bailey hasn't started yet. He will get 4 or 5 days in his training before he has to leave for Guard duty June 2. He will be back the 16<sup>th</sup> and start his own 24's June 20 or 21. We are still waiting for the drug test on Terrell. They will have insurance starting July 1. Chief Sluiter is working with Dr. Hamblin and Travis Heap on the fit-for-duty physicals. They are budgeted for and will be in July. Training is going good. Lt. Struble has the EMS inventory done.
- Grant activity: We submitted the first quarter of 2012. We had 2. Since that submission we have had 3 more. State Forestry is going to allow home owners that were burned out to go back and cut down all the dead trees under the grant.
- Bumper is in for 1740. 1732 is out of commission. Max says it is the rods and the engine will be going out soon. In looking for a replacement TEP offered to donate a 2007 one-half ton. Chief will be going down tomorrow to pick it up with a donation letter stating that they will not be receiving any goods or services for this truck. Chief has put insurance on it and has an online 3-day permit. It is a 4 WD super crew with a short bed. There was discussion about what to do with 1742. We may remove tires as they are fairly new. Watkins might buy it.
- Bob drew up the plans for the remodel. We have the building permit and so far everyone who put in bids originally has the plans as well as Emerson and Walker Construction. Bids must be in by 5 P.M. June 1. Bob checked with the County to try to get the permit fee lowered or waived with no success.

##### B.) Chairman's Report

- We need to have a Board resolution on the agenda for next meeting calling for the election of 3 Board members for 4 year terms at the 6 November general election. Lee, Dan and Ted are up for election. Dan will get the packets (petitions) from the County. They must be in by 8 August. A minimum of 5 signatures are needed.

- D.H.S. warns of terrorists setting fires in the western forests.
- Dan asked whether we signed the contract to be sent back to Saunders. Chief said we have.
- Dan gave update on current Arizona fires. Ted mentioned that Chuck Collup had a house that has burned in Crown King area.

C.) Treasurer’s Report

- We are at 87% of the year. Lee had a couple of questions. 10-7015 – There is an almost \$500 check to R.J. Carnright “over-payment for payroll deduction”. Chief said that is not duty related expenses. He explained what it was (purchases R.J. made) and said it should go into firefighting equipment. Also Lee questioned 10-7022 being 342.2% of normal. Chief said \$2000 of that was to be reimbursed from the auxiliary for the jackets purchased. Also, the bumper is in this and should go to debt service to 1740.
- In payroll expenses-66000 Lee asked who set up Larry Vickers in payroll. Chief said Chief Sluiter. His payments are hitting payroll expenses instead of hourly wages – full time. Also a liability adjustment for child support payment in October hit Payroll expenses. Chief will check on this. Chief wondered why his salary is at 69% instead of 87%. His overtime probably came out of hourly. Wages other than 10-7540 is probably reimbursement from fuels reduction.
- Account balances 05/01/2012

General Fund:

10-1010 Apache County Treasurer.....	\$ 91,457.14
10-1015 Payroll National Bank of AZ.....	\$ 25,425.26
10-1020 Special Revenue National Bank of AZ.....	\$140,749.40
10-1025 Capital National Bank of AZ.....	<u>\$ 20,020.83</u>

General Fund Total.....\$277,652.63

Greer Fire District Auxiliary.....\$ 7,373.89

Greer Fire District Pension.....\$12,993.56

Bellinger Springs Water Users.....\$2,521.39

- Chief says the monthly fee on these accounts is based on the account balance. Lee thinks it is transactions as well.
- Lee reviewed the governmental accounting class which he and Chief Wade attended. They picked up a lot of good tips and found out that we are following good governmental accounting standards. The auditor would like to see double signatures on the NBAZ checks unless it is an emergency. We need to do W-9’s on all our vendors. Ted said QuickBooks will do this for us.
- We can be exempted from State unemployment tax by self-insuring. For the small dollar amount of claims against us we should probably do that. It has to be done at the end of the calendar year.
- We also are exempt from paying Federal fuel tax. Chief will talk to Bradco. Lee automated the pension liability. We can E-file the 94 (quarterly report).
- We have the three year proposal from the auditors. If we commit to three years 2012 will be \$4000, 2013 will be \$4250 and 2014 will be \$4250 plus incidentals such as meals and room.

Early cancellation of the engagement results in a fee of \$500 per remaining year. Ted said there should be something in the contract addressing insufficient performance on their part.

- Dan moved approval of treasurer's report. Dave seconded. Unanimous.
- Lee reported on the Trail Riders meeting on May 1. We were well represented by Greer. Lee-Fire District, Nancy Diepstraten – Greer Civic Assoc. and Delores Simmons -Greer Comm. Center. The main thrust of the meeting was the trails report. The estimate is up to \$785K. The only trail affected in Greer is the Butler Canyon Loop. Hazard signs are on all the unsafe trails. There was a discussion of the missing hiker last year. Dave said the family has offered a \$10,000 reward for information.

D.) Committee Reports –None scheduled

E.) Correspondence

- Chief got a letter from ACSO confirming they will be here for the Open House on the 26<sup>th</sup>. Also, we received a letter from Brandon Eagar praising GFD for our actions during the Wallow Fire and subsequent issues.
- Lee asked about letter from Katherine Arviso, Apache County Treasurer. Chief talked to her. It is about formulating how they disburse investments. We have collected approximately \$17,000 interest since 2007. If they are off by 50% in their calculations we could be in for \$8,000-\$10,000 reimbursement to the County. Katherine thinks it should be paid back in small amounts since it was disbursed that way. She says they are not releasing any numbers until the Auditor General completes their report, probably by the end of May.

## VII.) DISCUSSION AND POSSIBLE ACTION CALENDAR

A.) Personnel Issues – None

- Lee asked for a little more structure in the future so that senior staff is present and involved in decision making.
- Chief asked for \$10 per hour across the board for reserves. Discussion followed. Lee moved that we increase compensation for reserves to a flat \$10/hour for the coming fiscal year. Second by Page. Unanimous.

B.) Volunteer/Hiring

- Still waiting on Bragiel's.

C.) Auxiliary Activities – See page one

D.) Standard Operating and Administrative Procedures

- Chief asked whether the Board has to sign S.O.P.'s. Dan reviewed the manual. The manual was vague. After discussion it was decided that Chief and Dan will get an opinion on this from AFDA (Ben) and go from there.

E.) Training Room Roof-See page two

F.) Proposed Budget 2012-2013 – Chief Wade

- Ted asked whether there were comments. Chief said there were none. Lee moved we adopt the proposed budget for year 2012/2013 as our official budget. Second by Ted. Unanimous. Dan will mail copies to the County Treasurer and Manager.

VIII.) BOARD MEMBER COMMENTS

- Dan reviewed our insurance coverage.
- Lee – Agenda for next month. For the action calendar we need to add the resolution. E and F removed.
- Dan revisited the issue of a full-time position for Chief. He was concerned that the new people coming on are properly overseen. Chief assured him that it won't be an issue with R.J.'s position to cover when the Chief Officers are not here. Dave also asked for a schedule.
- Ted – His businesses are currently keeping him pretty busy but he hopes soon to be able to give the Board 100%.
- Bob asked for a completion date on the project and also an updated personnel roster.

IX.) ADJOURNMENT

Next meeting is 20 June. Adjournment occurred at 2140 hours.

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

Robert L Combs, Clerk of the Board

Board Members:

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

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

Dave Page \_\_\_\_\_

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

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