

AGENDA WFPA  
Board of Directors Meeting

February 11, 2012

9:00 a.m. Executive Session

9:15 a.m. Begin General Session

Board Members present;

Bill Loughrige, President, Mark Keegan-Vice President, Greg Kozlowski-Treasurer, Board Members Vic Hencken and Greg Stava.

Not present; Board Member John Ohanesian

Approve Agenda

Mark Keegan moved to approve the Agenda, second by Vic Hencken/ Passed

President Report

Bill Loughrige reported that Joyce Loughrige is continuing her efforts to complete a map of the area covered by the WFD. We have received a map from ISO that shows what they have as our area. That map appears to have been drawn without precise measurement and areas we do cover are outside the boundary by a few hundred feet. She is working to create a file that includes those areas and will show the added areas in color. That corrected map will be sent to ISO.

The mapping process includes showing driveway entrances and will correct any discrepancies found in the Yavapai County Assessors maps. The jeep Posse is in the process of finding a new coordinator as the man that had been doing the work has passed away.

Secretary Report

Greg Kozlowski moved to dispense with the reading and to approve the minutes as presented, second by Mark Keegan / Passed

Treasurer Report (Payment Resolutions)

Treasurer Greg Kozlowski provided the following information

**Overview**

**Current Fiscal Year \***

Deposits	\$3,875.00	\$36,430.67
Debits	\$34,043.37	\$90,495.83
Net	<b>(\$30,168.37)</b>	<b>(\$54,065.16)</b>
Approximate final bank balance (all accounts combined)		\$95,000.00

**Deposit Breakdown**

Annual Dues \$3,875

**Large debits\*\***

Fire Truck \$30,000

Mayer Consulting \$2,000

CPR Training \$590

Truck Repair & Maint. \$560

\* Fiscal Year Runs June-May

\*\*\$500 and over, rounded to nearest \$10

Fire Chief Roger Nusbaum asked if it was possible to make donations through the web site with a credit card.

Bill Loughrige reported that it was.

Greg Kozlowski reported that the credit card assigned to Bill Loughrige had been stolen and fraudulently used in England. Any expense from that fraud will be ultimately covered by the bank.

Greg Stava moved to accept the Treasures report, second by Vic Hencken/ Passed

Budget overlay with QuickBooks

Greg Stava said the Board has the information from the QuickBooks but with the expense of the Fire Truck and expected income from the dues letter, we should continue this discussion in March.

Mark Keegan said the indications are that the reserve balance will drop to \$65,000.00 after all the outstanding commitments are paid.

Greg Kozlowski agreed and said the answer is for the community to recognize this and put aside their differences to support the Fire Department.

Vic Hencken asked that the Board Members be provided a month-to-month report of the status of the budget and expenses.

Fire Chief Report (Includes ISO)

Fire Chief Roger Nusbaum provided information around these topics

- PAWUIC meeting
- Alarm meeting
- Chiefs Meeting
- Basin Ops Meeting
- Yavapai Garage Meeting
- Two calls; illegal burn and medical
- P84 stored in Carol Guthrie's garage
- Tim Brown willing to house a truck at Sheldon and Mary May
- Been working with Mark Herrin for a substation on Big Bug for P81
- Current Inventories completed for existing fleet, will need then inventory E-86 and determine what it needs with Mayer's help including whether we need a fold a tank or the like
- The firefighters have been very supportive of the chief transition as have other departments I've been in contact with and the Forest Service
- Have cleaned up the office extensively.
- 9 going through four day structure training
- SOPs and SOGs back from Mayer, I've read through them, they need to be tweaked to meet our needs but have not done so yet
- Spoke to Adam Nelson, he simply took care of what we need to switch to Narrow Band we still need to renew the licenses which is what the \$170 fee from the company is CA for—they knew we were already narrow band compliant. The one frequency expires in October 2012, we can renew within 90 days of expiry
- Engine 86 has been delivered and is at the Yavapai Garage, they will do a full service and pump test, they noted the truck made a good first impression
- Mayer will help with training on the new truck and with proper stocking
- Need to get hose and fittings for E-86
- Mayer is willing to help us strategize how to do the pump test given our resources and then help us practice a couple of times
- Made contact with Crown King FD for possible cross trainings and found out they are two years overdue for the inspection, they are also 8b
- NIMS 100, 200 & 700 are computer based, we will look into getting this done in 2012 I will try to take the 100 level course this weekend

Roger also reported that a Will Harry had left a message offering to donate land to the Fire Department. Bill Loughrige said he would call Will to see what he was offering.

Mark Keegan asked about the NIMS and training for NIMS.

Roger said at least some of the NIMS the training was available on line. He was not sure what amount of training was required or who needed to have what level of the training.

Greg Stava thanked Roger for his work and James lee for his continued work on the ISO.

## Type I Fire Truck

Vic Hencken suggested we send a thank you letter to the Deer Lake Fire Board thanking them for the professional manner in which the sale of the truck was conducted.

Roger Nusbaum suggested we wait until we have the new lettering because Deer Lake would like a picture after that has been done.

Greg Stava moved to accept the Fire Chief report, second by Greg Kozlowski / Passed

## Committee Reports

### Volunteer of the Month Recognition

President William Loughrige recognized Dan Hauck as Volunteer of the month. He has been very active in helping Roger Nusbaum with this duties and Roger reports his help has been invaluable.

Roger Nusbaum was also recognized for his commitment and dedication in training to become an EMT.

## Old Business

### MVD Records Checks

Tabled pending resolution of SOP and SOG drafts

### By-Laws/Articles of Incorporation

Tabled pending completion by Bill Curosh

### SOG's & SOP's

Covered in the Fire Chief Report

### February Dues Letter/ April Newsletter

Greg Stava reports the dues letter is drafted and should be finished and mailed at the end of February early March.

The News Letter will follow in April with the information about persons interested in running for the Board of Directors.

## Nominating Committee Charter & Members

Greg Stava reported that he has four additional members other than himself. They are Kurt Bowser, Myra Nathenson, Vic Hencken and Ed O'Clair.

Greg Stava moved to create the Nominating Committee as described, second by Mark Keegan/ Passed

## New Business

### Building on the Big Bug

Roger reported that he has met with Mark Herrin who has said he can raise the funds to build a substation on the Big Bug. They had discussed the location and size of any building. While the best locations would be on Forest Service land that process would take several years. Mark Herrin had volunteered to allow the building to be built on his property, but wanted a commitment from the WFPA Board that such a building would be supported and used.

The consensus of the Board was that there was utility in having a building to house equipment on the Big Bug. The advantages were listed as faster response time and relief of space restrictions at the main fire station.

The question was whether the WFPA could afford to fund the effort and to maintain the building.

The discussion was whether the WFPA would, could or should fund any of the construction. The maintenance costs were considered to be within the budget restrictions in the current circumstance.

Another question was about targeted funds for the construction reducing the general funding for the WFPA.

Mark Herrin addressed the Board. He said that the property owners on the Big Bug had and would continue to support the WFPA financially. They have also exhibited the ability to fund special projects such as building a fire station in their area. Mark said he had already received pledges for a majority of the costs including donated labor and equipment. He is willing to have the building on his property and fully supports the effort to house a fire truck on the Big Bug. He has pledged for \$10,000 in pledges to date and offers of donated equipment and materials.

Mark Keegan moved to support the building to house WFPA fire trucks on the Big Bug. The building would be funded by designated donations for that purpose. The WFPA would sign a long-term lease to use the building for an agreed upon minimal fee with the property owner. If any funding was to be needed from the WFPA, a separate motion, discussion and action would be required by the WFPA Board of Directors.

Greg Kozlowski made the second. The Motion passed by unanimous vote.

Greg Stava moved to authorize a designated fund in the WFPA bookkeeping system to accept and track funds for the building on the Big Bug.

Second was made by Mark Keegan and the motion passed by unanimous vote.

Vic Hencken said that the building on the Big Bug and the proposed building in the Potato Patch area should be taken up by the Planning Committee. That committee should also consider how to fund these special projects.

#### Community Announcements:

##### Bingo

John Horvat announced that Bingo would begin Saturday February 18 at 4:00 p.m.

John also said that he has been collecting the mail and making the deposits for the WFPA. He will be spending more time out of the area and needs to have someone else take over this function. He recommended that the WFPA install a better more secure locking mailbox for WFPA mail.

##### WCAA

Victoria Morhaus said the WCAA would be presenting CPR & first aid classes. The exact dates, cost and location have not been set.

Victoria also reported that the WCAA will be participating in a children's clothing drive for children in Foster Care. Last year this project was called the children's bathing suit drive. No specific families have been identified yet.

She said the WCAA will again hold an Art Auction and Dinner fund raising event. The event will be June 16<sup>th</sup> with a Western theme in conjunction with Arizona's Centennial celebrations.

##### Firewise

Chuck Bowers said he had attended the PAWUIC meeting with Roger Nusbaum. He said it was an informative meeting and there were a lot of people there.

Chuck reported that the \$88,000.00 grant for cleaning up ladder fuels has been exhausted.

The additional \$50,000.00 that was hinted at as being available is up for grabs from the county. Chuck suggests that as many Walker property owners as possible attend the March Yavapai County Supervisors meeting to show our support for obtaining that additional money.

Chuck also said there is another \$200,000.00 in 90%/10% grant money reported to be coming available for areas adjacent to federal lands. Loren Bykerk is working on this grant. The grant will be submitted to PAWUIC for submission to the Forest Service.

The Arizona Wildland Fire Academy will hold a Firewise training on March 13, 14 & 15<sup>th</sup>.

Tom Thurman will not represent Walker under the new redistricting for Yavapai County. Thurman has said the Walker Road will be repaved. The dates of this construction are not known.

#### Public Forum

Victoria Morhaus asked several questions.

She asked if the list of committees on the web site were current.

She asked the status of the By-Law review. She said the announced schedule of review was not being kept and wondered if a different committee should not be appointed to finish the work.

She reminded the Board that while the station on the Big Bug was a good idea it still takes two firefighters to respond and that if the building was over a certain size it would be necessary to get Yavapai County permits.

Tim McFarlan said he had reviewed the information provided by Bill Curosh and agreed that the Articles had been changed in accordance with regulations.

Tim continues to say that there should be a requirement for membership in the WFPA other than just property ownership.

#### Brief Board discussion if any about public comments

Greg Stava responded to Victoria Morhaus' questions about the web site. He said the old material was being corrected as time allowed and that anyone with a specific issue should forward that to the webmaster for action.

Greg Also asked Tim McFarlan to forward the statute regarding membership in non-profit corporations to the Board.

Vic Hencken asked what the process was for preparing the By-laws. He said the Board had never participated in presenting their thoughts on issues like membership or quorums.

Bill Loughrige responded that the review process earlier had asked for comments on the by-laws that had been presented the year before and defeated because of the 2/3 requirement for passage. Those comments and the opinion letter from Bill Whittington

had been forwarded to Bill Curosh to be reworded to represent the changes indicated in acceptable legal format.

When he is through the Board will review the product, send it to the community and to Bill Whittington for further comments and suggestions. All this to be done in time for a presentation to the membership at the annual meeting for approval.

Bill Curosh has not completed that work.

Vic Hencken said he was concerned that Bill Curosh did not have enough material from the Board to know what the Board wanted. That might result in further delays.

Greg Stava responded that the delay in finishing the project could result in last minute issues with having Bill Whittington review the final product.

Vic Hencken said he would donate and install a new, more secure mailbox at the fire station.

Mark Keegan said that committees of members often result in language that does not meet legal requirements and it is necessary to have legal representations on the committee.

Bill Loughrige thanked John Horvat for having taken in the mail. Arrangements would be made for someone to take over that function.

Greg Kozlowski said that having John do the deposits had been a big help to him.

Bill Loughrige also responded to Victoria Morhaus' comments about the web site. He said that the new web site consists of a direct link to the old web site and some of the information is outdated. As that is discovered, it is being corrected. There are four people with access so that if someone is no available another can at least have access. However, only one person is actually doing the programming.

If anyone has information on an issue, they can notify the webmaster so that can be addressed. Not all issues are easily corrected and can take some time.

As an example, one issue raised by Victoria Morhaus was the nomenclature for the address in the community directory. Some are identified as Cabin others Walker others Community. These are all automatic functions of the web site installed by whoever was the webmaster at the time. We are working to standardize the wording as "Community" address.

11:45 a.m. Greg Stava moved to adjourn, second by Greg Kozlowski/ Passed