

**Walker Fire Protection Association
Board Meeting
11 August 12**

Board Members Present:

President: Bill Loughrige
Vice President: Chuck Bowers
Treasurer: Vic Hencken
Secretary: Russ Courtney
Director: Greg Stava
Director: John Ohanesian
Fire Chief: Roger Nusbaum

Board Members Absent:

Director: Scott Stratman

Agenda

9:00 AM Executive Session
9:15 AM Begin General Session
Approve Agenda
Public Comments (questions will be addressed at the end of the meeting)
President Report
Secretary Report
Treasurer Report (Payment Resolutions)
 Budget overlay with Quickbooks
Fire Chief Report (Includes ISO)
Volunteer of the Month Recognition
Old Business
 Budget Committee
 Audit Committee
 Committee Formation
 GIS Mapping Committee: Joyce Loughrige, Chair
 Fundraising Committee: John Ohanesian, Chair
 Social Committee: Chair not designated
 Planning Committee: Greg Stava, Chair
 Facility Committee: Russ Courtney, Chair
 Vehicles Committee: Roger Nusbaum, Chair
 Volunteers are needed to work on these committees
New Business
 Fire Fighter Appreciation Day (set for September 29th)
 Poker Run (tentative date October 6, 2012)
 (EPA)
 (Insurance)
Community Announcements: (Firewise, WCAA, Others?)
Public Forum (Two-minute restriction)
Brief Board discussion if any about public comments
11:00 AM Adjournment

Executive Session began at 9:00 AM

General Session began at 9:15 AM

Agenda:

During the Executive Session two items were added to the published agenda. Those two items, EPA and Insurance, appeared the agenda available at the meeting.

Call for additions to published Agenda. Motion to amend the agenda to include the EPA and Insurance topics was made by Greg. Seconded by Chuck. No discussion. Passed: 6/0

Public Comments: (questions will be addressed at the end of the meeting)

None received from the public.

Presidents Report:

During the past month we received a complaint on one of the firefighters and his past criminal activity. The firefighter is currently on probation. The topic was discussed during the Executive Session. The probation officer was contacted and we were informed that there is no problem with firefighter acting as a volunteer firefighter. Therefore the probation officer stated there is no reason why we could not use this person's services. The board has decided that no action will be taken.

Crescendo of activity in the past month concerning budgets, the EPA notifications - all of which have been added to the agenda for today's meeting.

Secretary's Report:

I received a call from our bank asking me to stop by to sign documents to authorize Vic on the accounts. This was completed.

Transcription from the recorded 14 June Board Meeting was completed and reviewed by the Board. Final copy was made available to the membership for review. Corrections were received from Victoria Morhous regarding the time of adjournment and a discussion between Bill Loughrige and Betsy - appearing on Page 11. In addition, I also received a correction to the spelling of Victoria's last name. Russ put forth a Motion: To amend the Minutes from 14 July 12 to reflect the following information:

- Change the Ending Time of the Board Meeting from 11:53 AM to 10:53 AM
- In the exchange between Bill Loughrige and Betsy on page 11; change Betsy to Victoria
- Correct the spelling of Morehouse to Morhous

The motion was seconded by John. Discussion: None. Vote: 6/0 Passed.

A motion to dispense with the reading of the minutes was made by Greg. Second by Chuck. Discussion: None. Vote: 6/0 Passed.

Treasurer's Report:

(Vic) Year End (YE) Profit/Loss Statement for YE 2012 (May 31, 2012) Revenue \$126,947. Subtracting out the line item for the Big Bug Station donations, which are not counted towards our operating funds, Total Revenue was \$106,972 against Expenses of \$126,291. Backing out depreciation, Expenses were \$96,655. This yields a Net Income \$10,317. Last year's Net Income was \$16,500.

What is not reflected in that number is the purchase of Engine 86.

(Bill) The information which will appear on the website will be Last Year's Annual and the July Treasurers Report.

(Vic) Year to Year Cash \$124,683 Cash (Year Ending 2011 Cash was \$151,417. Our Cash position after the purchase of truck and equipping the truck was \$26,734 less than the previous year. Donations are up.

Bottom line Profit/Loss shows \$3,720 to the good in our first month, against budget. Budget for this Fiscal Year (FY) shows revenue of \$122,080 with expenses against the same amount, for a balanced budget. For this FY we are looking to increase revenue \$15,108 to balance the budget. Expenses are up \$25,425. However if we raise an additional \$15,000 we balance the budget, without depreciation.

Motion to accept the budget was made by Greg. Second by John. Discussion: None. Vote: 6/0 Passed.

Would like to consolidate multiple accounts with M&I and Chase to Country Bank only locally owned in Prescott.

Motion to consolidate banks and name the Signatory, who would be the President - Bill Loughrige, Treasurer - Vic Hencken, and Secretary - Russ Courtney was made by Vic. Second by Greg. Discussion: (Chuck) Didn't we move to Chase for in interest boost? (Greg) Yes, we did, but in the two year time frame interest rates have flattened out and it is no longer an incentive. We should make sure they have internet capability and charge cards.(Vic) I have completed that due diligence. (Roger) Was there any due diligence as to the health of County Bank and FDIC limits? (Vic) That has also been completed. The bank is healthy and their report card can be run online. From the FDIC limits, we are well under those limits. The idea behind this move is that we want to be able to allow future treasures to be able to solve problems and answer calls. Also to make changes to the board easier. (Greg) FDIC limits is 250K and we do not have that problem... at this time. (Bill) This would also include the Account for the Walker Trash. (Vic) Yes. Vote: 6/0 Passed.

(Vic) Since May, Thank You letters for donations have not gone out, due to ill health by the volunteer who was performing that service for the WFPA. In the future the Bookkeeper will be generating these letters. These will be generated by Quickbooks.

I have met with the last three Treasures and Joyce Hyman who has done our auditing, with the purpose to discuss how we are doing business. Conclusion is the job is too large for volunteer and that a PO Box be opened for all billing. This will allow the Bookkeeper to gather the bills from the PO Box, they will be approved by the Treasurer before payment, and paid accordingly by the Bookkeeper. A new Chart of Accounts has been established allowing us to code our payments to the proper accounts. For the record the new address for billing will be:

Walker Fire Protection Association / WFPA
Post Office Box 10174
Prescott, AZ
86304

Under the new bylaws I've asked Christy McFarland to work with me as an Assistant Treasurer. The assistant will have authority to approve bills in the absence of the Treasurer. No motion is needed for the appointment under the current bylaws.

Motion to accept the Treasurer's Report was made by Chuck. Second by John. Discussion: None
Vote: 6/0 Passed

Fire Chief's Report:

Status of FCC Licenses

Question to Bill. I know we are all set on the renewal. I understand you have someone to do that. Adam Nelson. (Bill) Yes. We are just waiting for the 90 day period to begin. (Roger) Due date is October, so we are just at the beginning of that.. Off Roger's plate. Thank You!

Status of narrowband changes

We share a channel with Groom Creek. Mark Keegan is doing the manual conversion which needs to be completed by January. No threat of that not being completed on time. Mark is coordinating with Alarm to complete this.

Calls:

One medical and one medical false alarm

Fleet:

Have started cycling all the trucks through for their annual maintenance. Started by predecessor. All go in August on a cycle. Will be wrapped up in a couple of weeks. Patrol 80 is complete. Patrol 85 is expected back on Monday. We will continue to cycle though the fleet. This will be wrapped up in a couple of weeks .

Engine 86 is just about complete other than a chainsaw which we should be buying soon

Firewise:

Had two meetings to interview someone to help us with planning, Russ Shumate appears to be will to do this for free. Also spoke to Russ about what we need to do to go out on fires outside the area. So we know what to do but it boils down to other people saying yes to us on a couple of fronts. Will be there to answer questions - not do paperwork. Loren will decide if he would like to work with him. No reputations issues with WFD. Type 6 trucks cannot go out without an Engine Boss (Supervisor). We may be able to "rent" an Engine Boss which is the equivalent of Supervisor. Water Tenders do not require an Engine Boss. We are not currently in the regular rotation but we will be investigating that in the future. This is to gain experience for our firefighters.

Training:

This month included getting our structure folks started on using SCBAs. Will hold off on this until we have a qualified instructor available for this training. This will allow us to develop into a full-service department.

Alarm:

From their perspective it will be very difficult for CYFD to leave, they do not believe that CYFD has thought out all the technical considerations and they further believe that it will add another minute to response times. Tribal Police will be coming in to Alarm, which may absorb some of the additional cost which we could incur.

I will miss the September Board meeting, will be at AZ Fire School along with three other people.

(Chuck) Cost of renting and Engine Boss and Qualifications for an Engine Boss. (Roger) If we are dispatched to a call, we would earn hourly revenue for the Truck and Personal. We would have to take on the cost of paying the Engine Boss. We would earn roughly \$15/hr. For training there are specific

training classes and a set number of hours of experience required. (Bill) There is a pool of these guys available, who are mostly retired. So there are places where we can go to find these types of people. With respect to the Alarm contract: you forwarded the Alarm contract, for discussion during the month or at the next meeting. One was forwarded last year which was a cut/past copy for CYFD. Bill Curosh has reviewed and made some suggestions to the contract. So we will need to review those changes. This is a to-do for the Board.

(Greg) Who is Russ Shumate. (Roger) He was the Fire Officer for the AZ State Land. He went to the private sector and came back. State Land is now AZ Forestry.

(Chuck) If CYFD is out of Alarm, we will be paying more? (Roger) There is a minimum payment of \$5000 to Alarm. We are prorated based on our calls, Question is, would they increase the minimum threshold with CYFD leaving. (Greg) I read in the paper that there is a 12 month exit period for CYFD which they have invoked. They have not yet exited, but have invoked that 12 month period in order to leave. (Roger) Alarm thinks it will be very difficult for them to leave. IT (Information Technology) at Alarm is telling them that they do not have enough time to set something up. (Vic) What is their beef? CYFD? Is this money driven? (Bill) Their dispatch only affects us in fees. (Roger) Their complaint was not specified in the meeting. The impact to us would be in terms of the service.

Motion to accept the Fire Chief Report was made by John. Seconded by Vic. Discussion: None
Vote: 6/0 Passed.

Volunteer of the Months Recognition:

Certificates were available but none of the recipients' attended the meeting.

Angie Alex Chris Alex Baily Alex

For their help with the Pancake Breakfast. And a special Thank You to Baily for handing out prizes at the Bingo, as well as rolling napkins for the Pancake Breakfast!

Old Business:

Audit Committee: (Bill) Joyce Hyman is not present today. Do we have a status? (Vic) She is almost complete with no issues to deal with.

(Bill) Regarding the list of committee's which were discussed at last month's meeting: to this list we will add a Bylaw Committee. Shall we discuss the charter of these committees at this time? (John) The only one that needs to be discussed is the Bylaw Committee, setting a specific timeline. Other than that we should discuss who the chair of the committee is, and go from there. (Vic) We need to discuss what these committees will do, then we can be more coherent. (Russ) How will people sign up for the committee? (Bill) The committees and chairpersons are:

GIS Mapping: Joyce Loughrige. Joyce has also submitted receipts to Russ (passed on to Vic) for software license renewal. This is an "in-kind" donation. (Bill) In-kind donations to the fire department need to be tracked. Adam (accountant) mentioned that he would like to track this information.

Fundraising: John Ohanesian. Poker Run with Star Valley - Judy and Steven are working on the route. Currently cost would be \$35 pre-register / \$40 day of the event. Includes T-shirt and a lunch. Possibly pins. Potential 100 riders \$2500-\$3000. (John) Do they pay this to us or an association.

(Bill) Directly to us. (John) Where is it advertised? (Bill) Different ATV shops and ATV rider websites. (Roger) I got an email from WCAA planning one for August. (Bill) I did see that email. It is a GPS type event which is different from our event. Our event will be down Forest Service roads and not highly technical. (John) Pins in 30 days is possible but we would not know how many to order.

Motion to hold the Poker Run was made by John. Seconded by Greg. Discussion: None Vote: 6/0 Passed.

Social Committee: Chair not designated. These include our Pancake Breakfast which brings in \$300 - \$400 hundred dollars. John Horvat is doing the Bingo portion. We would like to look for a volunteer to lead this committee. This does not include the Fire Fighter Appreciation Day which is an event under the Fundraising Committee.

Planning Committee: Greg Stava. (Greg) Tim McFarland and Roger Nusbaum will participate. In the next Executive Session we need to pick three to five things that we can brainstorm in the meeting and frame as the committee charter. Those will be presented to the board with timelines in place. We would also work with subcommittees - Facilities, Vehicles, which I imagine will intersect the Planning Committee. (Bill) To clarify; The Board will give you three to five areas and you will refine those and bring them back to us. (Greg) Yes. Can we get a call out on the website to get interested parties to participate and chair persons for those committees without a chair? (Bill) Yes, we already have an email address for those who would like to volunteer - volunteer@walkerfire.org - Those will be redirected to the proper committee.

Facility Committee: Russ Courtney. (Bill) This would include items such as roofing, paint, cabinets, and other areas for storage. Do you have any thoughts on that now? (Russ) What I would like to do is begin by contacting the State Fire School which already has some information related to Facilities on their website. (Greg) Are you going to include The Big Bug and Potato Patch buildings. (Russ) Yes. (Bill) We have already received some donations for the Potato Patch building. Nothing big, but they are starting to come in to us.

(Chuck) I had some communication with Curt regarding the Potato Patch Station. They are going to have another meeting during the Labor Day weekend. They do have the allotment from their Homeowners association and will be moving forward with a commitment to build before the end of the year. They will also be exploring alternative funding from organizations such as Home Depot.

Vehicles: Roger Nusbaum. (Roger) What would this committee responsibilities? Is this assessing future needs or maintaining fleet? (Bill) Both. When trucks need to be replaced we may be able to get them from State and Federal Surplus. As we see these trucks getting older we want to be able to get them replaced. (Vic) I would suggest that this be part of the Planning Committee. I don't think we need a Vehicle Committee. (Bill) So do we want to move the Facilities and Vehicles under Planning? (Vic). I think so. (John) Facility should be on its own as it is much longer term. (Vic) The Facilities Committee is more concerned with the maintenance of the facilities and not planning for a new structures; Russ would you agree with that? (Russ) Yes. The pieces I envision under the Facilities Committee will be useful for any station we have - whether that is one, two, or three stations.

Bylaw Committee: Chair not designated. We would like to have a volunteer. We will make an announcement for a volunteer to chair and coordinate that committee. The charter for this committee would be to make recommendations for amendments to the current bylaws.

Volunteers are needed for all of these committees. We will also make an email announcement to that effect.

New Business:

Firefighter appreciation day is set for 29 September. John O will be heading that event on the 5th Saturday of the month. Pancake breakfast will be on the 4th Saturday. (John) FireWise trailer would like to participate for community education.

Poker Run was discussed earlier in the meeting.

EPA - (Greg) A few weeks ago we received a call from the EPA in regard to the Sheldon Mine Site. This project is in reference to the rock dump at Mary May and Sheldon Road, and also the tailings at Mary May and New Strike. The concept is to recap the tailings and the rock dump. This is important, as in 1975 they came in and place a couple of feet of top soil on the tailings leading into Lynx Creek. Once funding is approved they will ask for time during a board meeting to present this to the community. We will run this through the website, newsletters and email. Timing is expected to be in February/March. Large equipment will be positioned in the area and the new material will be coming from a borrow-pit along Walker Road, repairing those areas which have been leached out or washed out. We can expect traffic changes when the project begins. The point in sending out the email was to provide as much advanced warning as possible. We have a contact at the EPA, Dan Shane in San Francisco, who will answer questions. The community should review the information which was sent via email and begin to bring their questions to the board who will in turn, contact the EPA. We have a current community member who has quite a bit of experience with the EPA who is helping us to articulate the questions to the EPA.

Insurance - (Greg) Our annual Insurance renews in September. Wyatt Wong from VFIS will present to the board at 11AM today. Cost are the same with the exception of the new truck - additional \$800. \$15K is budgeted. This does not include Big Bug as it is not yet online. Wyatt will look at the new station today, time permitting. (Bill) Greg had asked about the contract with Mark Herrin for the Big Bug Station. There is a draft which has been presented. This will be sent to Bill Whittington for review/approval.

(Vic) Any check requests from the treasurer or bookkeeper; Greg created a form to allow us to record these in the right places. Also if we are collecting donations from Potato Patch - we need a separate account.

Motion was made by Vic to set up an account for donations for the prospective Potato Patch Station. After 3 year, if the station is not built the donations will revert to the WFPA General Fund. Seconded by John. Discussion: (Chuck) The Potato Patch board thought it would be best to donate the funds here, to WFPA, and reimburse them when done. Vote: 6/0 Passed.

(Chuck) Don't recall when this happened but Phil Zinc was involved; We need to replace the concrete at the edge of Walker Road for those who bring trash down to the station. Defer to the Facilities Committee. Secondly. Who hosts our website and what does it cost us? (Bill) One-on-One is the hosting company. I don't have the bill with me but the statement is available.

(John) Community Depot, part of Home Depot might be available to replace that concrete apron. (Vic) Looked at that for the Potato Patch Station. (John) Smaller projects might be more viable (Vic) The size of the project didn't not seem to matter. (Greg) If we are going to do the concrete, can we also

look at the concrete trays for the trash service. This would significantly reduce the cost of our EPA Insurance.

Community Announcements:

Bingo next weekend

Pancake Breakfast

FireWise: (Chuck) 100% grants available in the \$265K pool of funding. Looking to put together a request from FireWise!

Coats for the Coat Drive are being collected at the Firehouse.

Public Comments:

Bob Neberman: I sent two letters to the board regarding Chief Nusbaum's decision to appoint a registered sex offender and felon to the Acting Chief position in his absence. I think I got the answer I was looking for through the grape vine about the board's position on this. You guys find it appropriate if we have sex offenders in the fire department. I was just curious on standards and qualifications for the fire department? My second question is; As I look around, and I've pointed this out a year ago; this place looks like Sanford and Son. You got stuff lying around everywhere. It's not contained. It's not put away. It's thrown.. it looks like a Halloween Party. You have no discipline when it comes to operational procedures in the building. I'm just curious why? When I bring stuff up, you kind of look at me like I'm an idiot. I look around and it doesn't look very professional. So if you could tell me about your operational standards and your standards for qualifications, for again registered sex offenders which you have on the fire department, and convicted felons, and command positions for those people; I'd just be happier than heck. (Bill) Thank You, Bob. Anyone else?

Gene: On the apron out here; Why did the first one go away? Did it crack off, or did we have a drainage problem? (Bill) Ok, Gene. Anyone else?

(Bill) Let's answer Gene's question first. (Chuck) I believe that when we put that apron down, it has just wore off as we moved things around, from plowing, and the heavy equipment which came in and out from the county, also from traffic; It's been there for 5 or 6 years. It was not put together well, it was just thrown in and not well leveled out when first installed.

(Bill) Alright Bob, to address the first part of your question in terms of the offender felon; the Board discussed this in Executive Session. We called the Probation Officer for this firefighter. The officer said there is no problem with them being a volunteer for the fire department, and that she did not see any issue for the fire department having them as a volunteer. These are events that occurred sometime in the past. If you have current information on the behavior of this person, not behaving properly then you need to forward that to the county sheriff. In the meantime, he has protections as a probationer and he has responsibilities as a probationer. Now in terms of what goes on in the fire station; I think you've heard us talk about the facilities. Russ came in and this was one of the questions he wanted to have addressed. So we are in the process of looking at the station. Operational procedures will be addressed by Roger. He is in the process of looking at the SOG (Standard Operating Guidelines) and SOP (Standard Operating Procedures). This fire station was not designed to host Bingo and Pancake Breakfasts. But, they have become an important part of what goes on in this community. What you see over here is equipment for the Pancake Breakfast. We have talked about adding a room in the back for storage. We are talking about them and trying to get them done. We had a discussion this morning in

terms of cabinets to put some of this up, out-of-sight. In terms of the workbenches, this is something that could be better and may be worked on, but this is in the purview of the fire chief. If you do have evidence that we are not operating properly, other than just a broad brush view of it, let us know. The board is responsive to that. If you have a specific incident or something that you know about don't hesitate to call us. Anyone else have an answer? (Vic) Yes, I'd like to say something. Bob, you and I are hopefully friends that have a difference of opinion here. I just want to put that out... my personal view is that people who have paid their dues, gone to jail or whatever; I believe in second chances and I think you are of the opinion that, it just shouldn't be. That's my bottom line.

Motion to adjourn was made by John. Second Vic. Discussion: None. Vote: 6/0. Passed

Meeting Adjourned at 10:34:30 AM