

WALKER FIRE PROTECTION ASSOCIATION

BOARD MEETING 02/14/2009

Meeting called to order 8:00am by Bob Neberman, President

Other board members:

Dan Hauck, Vice President

Chuck Bowers

Joe Lupa, Secretary

Carol Tocker

Tim McFarlan, Treasurer

Mark Keegan

Also in attendance: Bud Mellor, Fire Chief

Approximately 21 community members present

President's report: Bob gave a review of the special meeting of the Board on Saturday, January 31st. The Walker Fire Auxiliary requested startup money for the Crafts fair in downtown Prescott. The craft fair will be hosted in conjunction with Williamson Valley and we will co-share the profits. The Board authorized the \$2,500 expenditure.

Bob clarified that the WFA, formerly known as WOW (Workers of Walker) is not truly an organization such as the WFPA – a '501c3'. It is appropriate for the WFA to go to the WFPA for these types of programs. A separate checking account is not required.

Bob reported that 5 Board members met with Attorney Bob Whittington and will present the findings next month.

Secretary's Report: The minutes for the Board meeting of January 10th were read and approved.

Treasurer's report:

- Our total checking & savings revenue is \$80,424, down \$1,200 from last Month
- Year to date income is \$71,613. Year to date Expense is \$55,768 so our net income is \$15,845 ahead.
- Compared to the budget, revenue is about \$10,000 ahead and expenses are about \$10,000 to the good, so we are about \$20,000 ahead according to our budget.

The previous month's revenues and expenses were detailed.

Treasurer activities completed in January:

- Issued W-2s for WFPA employees.
- 1099's to our independent contractors.
- Filed Yavapai County property tax exemption annual report is complete.
- Purchased the 2009 window placards.
- Filed 4th quarter and annual payroll and tax reports for Fed and State.
- Attended the AFDA education conference in Laughlin with Chuck Bowers.

Pending activity is the 2009 'dues' letter.

Tim reviewed the activities of the AFDA meeting for the Board and community.

- Of note – there are 126 Fire Districts across the state.

- Tim and Chuck learned about ISO ratings and how they are determined.
- They learned about budget forecasting based on dropping assessed values.
- They attended 3 sessions dedicated to explaining the roles and responsibilities of Fire District Board members – which are dictated by Arizona statutes.
- A Fire District Association handbook is available on a CD - by request.
- Of note there are 49 Fire Districts with an annual budget of less than \$400,000.
- Chuck Bowers noted that the Yavapai County Fire District presented a sample 5 year budget.
- Bill Whittington as a presenter at the conference was very well received.

A motion was made and passed to accept the Treasurer's report as read.

Further discussion was had regarding our own operating expenses and channels of revenue going forward. Expenses won't go away and revenues will most probably dwindle according to the current state of the economy.

- The 2009 Dues letter will go out with a request for \$250 – up \$50 from last year.
- Last year's individual contributions were mostly in the area of \$200.

Fire Chief's Report:

- Congratulations to Joe Rech for passing the National Exam for EMT.
- Bud attended PAWEC. Bud has submitted for reimbursement for training.
- Attended the Prescott Area Fire Training Group to figure out what training is needed and how to cross train and advise Yavapai College on curriculum for up to date firefighting.

- Met with Prescott, Groom Creek, Williamson Valley, State Fire and Mayer to get background on questions regarding Fire Department roles and responsibilities to the community they serve.
- PAWEC is going to have a Fire Expo on the Square on April 18th and we are going to man a truck there. There will be a Chili Cook Off between the fire departments. Volunteers are lined up.
- Asked a couple of agencies about availability and dollars involved to hire Full Time Fire Chief. 35 to 40 thousand dollars for entry level and 60 for experienced.
- Submitted the final papers for the 2006 grant for audio visual equipment.
- Had some warranty work done on MP85. Most all of the yearly PMs on equipment and trucks are done.
- Putting SCBAs (Self Contained Breathing Apparatus) on MP85 for qualified personnel rescue within a structure and on P81 for a qualified firefighter to use at a vehicle incident.

Has put Jon Sumner in charge of SCBAs and structure training which is required by the ISO rating we currently hold. This entails 24 hours of training per year per structure firefighter. Groom Creek has donated 12 SCBAs to us. Eventually - to gain improved ISO ratings status we will have to have an SCBA for each vehicle seat.

Our current ISO rating is 8B slash ten. The rating is based on many factors including training, ability to put our trucks on scene, water delivery criteria and other factors.

Discussion was had surrounding ability or inability to contract for Tender services or purchasing an additional Tender.

Bud has requested a review of how our ISO certification criteria were compiled - in writing.

Bud met with the Prescott Communications Center representatives regarding our 911 dispatching. Has submitted a letter of intent to include us in the partnership for dispatching. It is a \$500 per month cost that has already been approved. Bud reviewed all of the services included in this contract. Additional discussion was had on how we coordinate with the on-site Incident Commander and Dispatch.

Discussion was had surrounding the need for long distance coverage on a line in the fire station for station business.

The chain of command that was requested at last month's meeting was reviewed.

The current status is:

Chief Bud Mellor

Deputy Chief Jon Sumner

Roger Nusbaum and Jill Maissoneuve are Assistant Chiefs.

Bud has found an experienced person from Williamson Valley to do our Grant writing for a 10% fee.

Bud met with EOC (Emergency Management). They would like anyone with special needs during a Snow event to be on file with them. Forms are available.

Bud met with the "road people" and discussion was had regarding road maintenance - be it snow plowing or other maintenance and how it is funded and supervised according to priority and resources.

Discussion was had regarding the County posting of signs requiring four wheel drive or chains required. This will not happen at the County level as they are not equipped to handle the responses that may be required as violations are reported.

During the Fire Chief's report a discussion was had regarding the classification of the Type 6 vehicle that was 'converted' to a Class 3 - in reference. What was receipted or received is at issue.

Resolution 21409 ratifies the receipt of a type 6 fire truck.

The Resolution was voted on and passed by the Board.

Additional discussion was had as to how to modify the truck so that it qualifies as a Type 3 - to be registered with the Forest Service. Cost to outfit is about \$1,000.

Motion 21409a was approved by the Board to allow the expenditure of \$1,000 to outfit the truck so as to change its rating from Type 6 to Type 3.

Bud announces that he will not 're-up' for Fire Chief at the end of his current term. Bud stated that his recommendation is that the Board hires someone to replace.

Bob Neberman stated that if a Fire District goes into effect the question of Fire Chief and pay and staff is addressed in that arena.

If we don't get a Fire District we still need the skill and expertise to manage the department as a full time job. This will require we pay up to \$60,000 for a permanent, full time, salaried Chief.

Bob suggests we put a committee together to do a Fire Chief search and determine an interim solution which may be up to a year and a half – even IF a Fire District is approved. The Board agreed that they would stay for a special Board meeting to consider the 'next steps' immediately at the conclusion of this regular meeting.

Fire Chief's Report Completed.

New Business

- ISO was covered.
- Discussion was had regarding Structure Firefighter requirements and Search and Rescue training.

Bob notes that the Attorney is reviewing what is authorized under our SOPs and charter. This discussion is tabled until we get the report back from the Attorney scheduled for the 14th of March.

Fire station carpet replacement was reviewed and a motion to 'not put carpet in' to save the money and put it towards a set of 'Turn-outs'. The reasoning is that the carpet was recently cleaned professionally and looks great. Bob re-iterated that the Board has previously passed a motion and approved the funds to do specific line item work. The possibility of a new motion to rescind was discussed and determined 'dead'.

- 100 Club. A club headquartered in Phoenix that donates money for Firefighter safety equipment. We must submit bids for 'Turn-outs' used for structure fires. Tim reiterates that we need to; again, wait for the determination from our Attorney as to our responsibilities and liabilities for structure fire and rescue and vehicle fire and rescue.

Open Floor

Nick Wold's report for the Fire District Consideration committee was read by Chuck Bowers.

- All Q & A's to date have been posted on the Walker Web Site at <http://www.walkerfdcc.org/>

- An announcement that the community wide meeting is scheduled for April 25th at the Fire station.
- It will be professionally moderated. Our Counsel, Bob Whittington will be one of the speakers.
- We need nominations for 3 volunteers for the Fire District Forming Board. These 3 will be the start of the Board of Directors and joined by 2 other people at the first election. Bill Wittington will explain the process at the meeting.
- We will be mailing letters to 850 different property owners to inform them of the meeting, telling them where they can get more information and soliciting their input for the meeting.

Mark Keegan would like to make a motion to hire the Grant Writer mentioned earlier. Bud states that he has already invited Ron Chase to visit our station and review where we stand and what we can do to secure Grants were needed. Then we can engage Grant Writing as required.

- Cathy Jean Sumner announces a 1st Annual Community Cancer Walk on April 18th at 2:00 PM – and requests the Board's and or the Chief's permission to use the grounds and a chase vehicle.

Discussion was had regarding a Chase vehicle – use of fire equipment, Porta-potti's, trash collection, parking and traffic, security and a disclaimer for limited liability for the Walker Fire Department and the possibility of a permit that may be required by the County.

- John Horvat announces the WFA meeting immediately following this Board meeting.
- Myra states that some people are unhappy with the expenditure of funds for carpeting and tile for the Fire Station vs. equipment expenditures.
- Micki Mellor states that the newsletter is scheduled to come out in April and Jan Pawlik has expressed an interest in taking it over. All articles have to be in by the end of March as well as the nominations for new Board members.

Motion 021409b was made and passed to end the meeting at 10:30 AM.

