

# MINUTES

## Board of Directors Meeting

**August 13, 2011 9:00 a.m.**

9:00 a.m.      **Executive Session**

The Board discussed the resignation of Terry Piske and decided to ask for additional names for consideration. The four people who have said they are available are Bob Addicott, Chuck Bower, Belinda Hoernig and Trevor Naugle

9:30 a.m.      **Begin General Session**

Board Members Present

Bill Loughrige, President  
Greg Kozlowski, Treasurer  
Mark Keegan, Vice President  
Bob Loughrige, Fire Chief  
Vic Hencken  
John Ohanesian  
Greg Stava

### **President Report**

President Loughrige reported that there have been efforts by several different Board members and Volunteers on issues that would be reported on during the meeting. Those included the contract with Mayer, the FLSA, Insurance and a Mapping effort with the Yavapai County Sheriff's Jeep Posse.

### **Secretary Report**

The minutes for the July Board meeting had been distributed to and reviewed by the Board Members. Greg Stava moved and Vic Hencken seconded the motion to dispense with the reading of the minutes. Motion passed by unanimous vote. (Those minutes are attached to this report)

### **Treasurer Report (Payment Resolutions)**

Greg Kozlowski provided a brief description of his Treasurers report that had also been provided to and reviewed by the Board Members.

There were no resolutions of payments over \$500.00. He explained that he had made a change on the style of the Treasurers report. The new report does not include comparisons to previous years.

The Treasurer reported he is still learning the accounting system and had a conference call with Lou Dimuro and Greg Stava to help maintain continuity and transparency in the record keeping.

Greg Kozlowski said the WFPA needed a system of projecting Reserve Accounts needs to track future capitol expense needs for replacement of equipment.

Greg relayed a request from United Fire Supply for the WFPA to establish a line of credit. After discussion, it was decided that the WFPA could use existing credit cards and/or checks to pay for equipment purchased without the need for the complications of opening another credit line.

Motion by John Ohanesian to approve the Treasurer report, seconded by Greg Stava. The motion passed by unanimous vote.

### **Fire Chief Report (Includes ISO)**

This month we had two calls; one smoke call from a neighbor burning construction material, and one fire caused by a lighting strike.

The ISO committee report for the August 13, 2011 Board Meeting

The committee's opinion is that we do not even meet the capabilities to qualify for an ISO rating of 9. The primary reason for this is incomplete record-keeping and equipment that is not properly installed on our fire engines. The committee recognizes that we have the capability of maintaining the ISO rating of 8B, but it will take work; updating records, updating and/or replacing equipment and personnel training. If these issues are not successfully addressed and improved, we will not maintain the current ISO rating of 8B.

The committee recommends that the WFPA immediately purchase a used Type I engine that would meet structural firefighting equipment needs. The ISO evaluates engine capability using a maximum of 654 points. We compared the current MP-85, with a new Type I engine. The engine evaluation showed that MP85 only qualifies for a total 343 points. The Type I engine qualifies for a total of 652 possible points.

Structure firefighting is not new to the Walker Fire Department. In the mid-90s we qualified for an ISO 8b rating. At that time we had structure turnout gear and equipment placed in the current fire station.

A recent study conducted by Mayer's Fire Chief, Glenn Brown, addressed these concerns. The ISO committee agrees with Brown's recommendations as follows:

“WFD should immediately look into purchasing a used Type I engine that could be stocked with structural firefighting equipment. This would be the best way for the WFD to provide needed structural capabilities at minimal cost. “

“Mayer Fire suggests that in place of full State Firefighter I/II Certification, that a system of lower level qualifications be developed and implemented by Walker Fire. Such a system should provide specific guidelines as to what each level can and more importantly cannot do on a structure fire and other emergency scenes for which Walker Fire may be called on to respond.”

James Lee ISO Committee

#### Other Issues being addressed

All burning in Yavapai County needs to be permitted. Everyone can apply on line for a 30-day burn permit. We have a link to the burn permits on our web page. The permits are issued by Zip codes so we would file under Prescott. This does not give WFPA jurisdiction to enforce any laws. It just let us know where the burning takes place and when a burn takes place. The Yavapai County Sheriff will enforce this law.

Record keeping, we have a new program given to us from Groom Creek Fire Department to help organize our record keeping. It will keep records on everything we need to manage. It will meet and exceed ISO requirements.

We are working on venting the gases from our station. Air Scrubbers will cost \$20,000.00 or more. I think we could get by with fans mounted in a way to drive the air out of the bay doors for a few hundred dollars.

I am working on adding storage at the fire station. I am talking to Yavapai County. This process is just starting.

The satellite stations on the Big Bug and the Potato Patch are still in the works. These are being built by our neighbors with their own donations.

Painting the Fire Station. We need to paint the exterior or in the near future, we will have to replace much of the exterior wood.

A new driveway for the trash containers, and maybe a fence to hide them.

A new sign to inform and to address community concerns.

Glendale Fire is willing to train us on attacking wild land fires with foam.

Vic Hencken observed that the committee suggested the purchase of a type I structure fire truck. He reported that there was difference of opinion as to that necessity and the Board was waiting to hear more information before making a decision on that issue.

Greg Stava moved to accept the Chief's report, Greg Kozlowski seconded. Motion passed by unanimous vote

## **COMMITTEE REPORTS**

WFA: Judy Wehrer reminded us that Bingo will be held Saturday August 20, 2011 at 4:00 p.m.

Audit: Joyce Hyman and Greg Kozlowski report the Audit is finished.

Greg Stava thanked Joyce for her work again this year in conducting the Audit

Firewise: John Ohanesian reported that the Chipper day was a great success. They filled 3 40 yard roll off dumpsters. He said they will contact the residents in the area of the potato Patch for the next Chipper Day scheduled for September.

Chuck Bower added later during the Public Forum his thanks for the following people who organized and helped during the Chipper Day.

Dan Hauck, Loren and Betsy Bykirk, Victoria and Jeff Morhaus, Phil Zink, Mona and Richard Fiege, Lance, Trevor and Susan Naugle, Tim and Kristi McFarlan, James Lee, Chris Alex.

Planning: Mark Keegan reported he was in the process of developing a survey for the community to provide their opinions of where the WFPA should be heading. He is open to suggestions on how to get the survey distributed to the largest possible numbers of members. He would like a 5-year plan especially for budgeted expense for items that wear out.

Vic Hencken reminded that the WFPA has little left over after the current operating expenses. He said there would be costs related to suggestions for increased service by the members during this survey that will need to be funded somehow.

## **VOLUNTEER OF THE MONTH RECOGNITION**

The following were recognized for their contributions as Volunteers to the WFPA

Jodi Stark

Jodi had not been available to receive her Certificate in July. Jodi has been a consistent in her volunteer efforts to the Fire Department, both as a Fire Fighter and as a liaison with the Potato Patch Home Owners Association. She

volunteered to braid hair during the Rummage sale and has graciously given of her time to help the WFPA.

Linda Emmett and Shad Bruce

Linda volunteered to handle the local administrative tasks for the Walker Trash Collection Service. Shad helps her with the clean up and maintenance of the dumpsters. These tasks take time and effort. Both Linda and Shad perform this duty without complaint and efficiently. In addition, Linda volunteered to help with the Bake Sale during the Rummage Sale. They are good neighbors and good supporters of the WFPA

Joyce Hyman

Joyce Hyman was recognized for her continued efforts to audit the year-end WFPA books. She has preformed this task for several years. It is a tedious job and she has performed admirably. In addition, she has served as a Dispatcher and other duties in support of the WFPA.

## **OLD BUSINESS**

FLSA

An association member had claimed the WFPA was making illegal payments under FLSA rulings. The matter had been referred to Bill Whittington for review.

During July and August 2011, two opinion Letters from the office of Bill Whittington had been received and reviewed by the Board members.

There was a brief discussion by the Board Members concerning the status of volunteers vs. paid employee's conducting Severity Patrols.

Mark Keegan questioned the definitions of employee vs. volunteer. He asked if a person once paid for Severity Patrol could later change their mind and volunteer at the same function. Bill Loughrige replied that could not happen. Once paid for a function a volunteer could not do the same job without being paid.

The opinion says that the Severity Patrol is a different enough function from that of a Fire Fighter that a person paid for Severity Patrol could still volunteer as a Fire Fighter.

Mark said that he made a practice of waiting to see if a paid volunteer wanted to conduct the Severity Patrol before signing up. That so a person who might need a little extra money could take the shift.

Vic Hencken replied that we are a volunteer organization and volunteers should be give priority over paid personnel for those assignments.

No action deemed necessary to change the current practice in regards to this issue.

The Fire Chief was requested to formulate a policy regarding payment to persons when a volunteer was not available to staff severity patrols.

#### Mayer Consulting Agreement

A draft of the agreement had been circulated among the Board members. Bill Loughrige reported that a representative of the Mayer Fire Board had been involved in the drafting of the agreement and approved of the contents. Association member and lawyer Bill Curosh had also reviewed the contract and concurred with the content.

Greg Stava made a motion to approve the proposed language to be presented to the Mayer Fire Board. Vic Hencken seconded the motion. The motion passed by unanimous vote.

Vic Hencken was appointed Acting Corporate Secretary to sign the agreement.

#### Insurance

Wyatt Wong would be making a presentation at the Special Board Meeting that would follow immediately after the regular meeting to discuss the WFPA liability insurance policy.

Greg Stava also reported that the WFPA Board needed to establish the standard for Workers Compensation coverage and subsequent premium. He recommended the Statutory Minimum used by the State Compensation Fund and made a motion to that affect.

John Ohanesian seconded the motion.

Mark Keegan asked the number of Fire Fighters on the roster. Assistant Roger Nusbaum reported it was approaching 30.

The motion (081311-01) passed by unanimous vote.

Roger Nusbaum was requested to provide an updated roster to Greg Stava for presentation to the State Compensation Fund.

## Budget

The Budget Committee had provided a draft budget to the Board Members.

Mark Keegan had requested the Capitol Expenditures be removed since there had not been any WFPA Board action in regard to buying equipment. As a result, the budget draft was amended.

John Ohanesian made a motion to accept the budget draft as amended.

Vic Hencken seconded the motion. The Motion (081311-2) passed with a unanimous vote.

The amended draft will be appended to these minutes.

## NEW BUSINESS

### Committee Formation

#### Mapping

Joyce Loughrige a Geographical Information Services (GIS) mapping professional has agreed to work with the Yavapai County Sheriff's Posse to create and correct maps of the Walker area. The last maps were made in 2008 and have errors. The Posse will be in the area soon to complete the maps.

This committee was approved by the Board.

#### Legal

President Loughrige reported that he has been in contact with the four known lawyers that have property in the Walker area. They have all agreed to assist in any way they can. The form of this committee is still under discussion.

## Terry Piske's Resignation

Terry Piske, Board Secretary submitted his resignation effective August 13, 2011.

The members present were asked if there was anyone else that wished to be considered to fill Terry's position.

There was none.

Trevor Naugle spoke and said his interest was in providing EMS service, Forward Planning and the Safety of the Fire Fighters.

Belinda Hoernig spoke and said she had tremendous experience in working on Boards and bring communities together. She would work to bring the community together and wants to guide the Board in the way it should be run. She also said the Board needs a woman as a Board member.

## COMMUNITY ANNOUNCEMENTS

### **Firewise-Chuck Bower**

Acknowledged people that helped and reported again, how successful the day was and the great impact it has on the community.

### **Helicopter visit- Stephen Nathenson**

Stephen Nathenson was thanked for arranging the visit of the Native Air Helicopter.

### **Gold Panning-Chuck Bower**

Chuck Bower asked the status of allowing gold panners on the WFPA property. They had caused some disruption during the Chipper Day activities.

Mark Keegan said he would research the issue.

## WCAA Victoria Morhaus

### COAT DRIVE:

- 15 COATS – TRANSLATES INTO \$150 TOWARDS THANKSGIVING DINNERS
- SALVATION ARMY – NO THANKSGIVING DAY DINNER FAMILIES
- CATHOLIC CHARITIES – FAMILIES INVOLVED IN 2 PROGRAMS:
  - PATHS OF HOPE – FAMILIES IMPROVING TO GET OUT OF POVERTY
  - RE-HOUSING PROGRAM – PROVIDES HOMELESSNESS PREVENTION ASSISTANCE

Also assists The coalition for Compassion and Justice

### CALENDARS:

- STILL AVAILABLE FOR \$12
- DELIVERED IN SEPTEMBER (LABOR DAY?)

Victoria also reminded us that there would be a bathing suit drive next summer and bathing suits are on sale now.

## EMT Stephen Nathenson

Three people have indicated they will take the EMT training. Two have already enrolled. Stephen said a plan would be made as to how a determination would be made to reimburse their expenses.

## PUBLIC FORUM

### Vern Tocker re Dues Letter mailing

Vern Tocker asked how the mailing list was constructed. His grandson, who is out of state, received a letter while he did not. He did receive a notice at his business address.

Greg Stava and Bill Loughrige acknowledged the mailing list was under review and needed to be updated.

### Victoria Morhaus re Agenda

Victoria Morhaus wanted to know if agenda could be distributed earlier and why the treasurer report was read and the Minutes were not.

### Glenn Heithold re Agenda

Glenn Heithold read a rule from Roberts Rules of Order saying that the “Members” set the agenda for the meeting at the beginning of the meeting. He indicated the membership

of the association should set the agenda for the Board meeting and he should be able to comment on the topics.

Bill Loughrige responded that the rule was for the members of the Board and that the motion to set the agenda had been omitted from this month's meeting proposed agenda. It would be back in the agenda for September.

Belinda Hoernig re Agenda

Belinda Hoernig replied to Glenn Heithold that the President of the Board did set the agenda.

Victoria Morhaus re the Public Forum

Victoria Morhaus asked what the rules were for the Public Forum. She asked if the 2-minute restriction was for an individual or for each topic, the individual wanted to talk about. She also wanted to know if she could only stand once to speak on all the topics she wanted to,

Bill Loughrige explained the time restriction was informal and intended to help control the length of the meeting. The best form is to stand once with all your topics during the Public Forum segment. Announcements are a different section of the agenda.

Victoria Morhaus re the Webmaster

Victoria Morhaus indicated dissatisfaction with the Web Site. She wanted the name and address of the person responsible for the web site.

## **BOARD DISCUSSION IF ANY ABOUT PUBLIC COMMENTS**

Vic Hencken pointed out that the WFPA runs on volunteers. He suggested if you see a problem, report it but also make a suggestion on how to fix it.

11:00 a.m. Motion by John Ohanesian and second by Greg Stava for adjournment. Passed by unanimous vote.