

Please note that beginning with the 13 October 12 meeting, transcriptions of the WFPA Board Meeting Minutes will no longer occur. In place of the transcription the agenda, which appears below, will be augmented to contain a very brief description of each topic along with a Time Index. The Time Index points to the approximate location where the topic is discussed in the accompanying audio file. The audio file is a recording of the meeting. The entire topic can be reviewed by positioning to that Time Index using your computer.

AGENDA WFPA
Board of Directors Meeting

12 January 13

Board Members Present:

Vice President:	Chuck Bowers
Director:	Greg Stava
Director:	Scott Stratman
Director:	John Ohanesian
Fire Chief:	Roger Nusbaum

Board Members Absent:

President:	Bill Loughrige
Treasurer:	Vic Hencken
Secretary:	Russ Courtney

9:00 a.m. **Executive Session** - Moved to after the General Session.

9:15 a.m. **Begin General Session** – Time Index: 00:10

Approve Agenda – Time Index: 01:19 – There were no changes to the published agenda.

President Report – Time Index: 01:17 – Report tabled.

Secretary Report – Time Index: 01:27 – Minutes were distributed to the board. Motion to accept the minute was made by Greg and seconded by Scott. Passed: 4/0

Treasurer Report - Time Index: 01:41 – Slightly behind when compared to budget with the Dues Drive coming. Account shows \$83.5K in bank. Expenses have been managed accordingly. Motion to accept the Treasurers Report was made by Scott and seconded by John. Passed 4/0

Fire Chief Report - Time Index: 02:36 – **Calls:** 2 medical calls. One of which was a walk-in during the dance. Other was a search and recovery call mid-morning on Thursday with six people responding. The department is very fortunate to have this type of turn out. **Fleet:** All the vehicles are back from servicing and in good shape for now. Patrol

80, Engine 86 and Rescue 81 are chained up which gives us the best chance to respond to an icy location. **Training:** December training focused on goal setting for 2013. January training was focused on moving water from the tender to E-86 and then E-86 spraying water while feeding P-85. At both training we practiced donning turnout gear which also allowed us to incorporate structure training. **AZ Wildfire Academy:** At this point we have seven people attending including two new recruits taking the basic class. **PAWUIC:** There was no January meeting. **Social Function:** The dance went well from the fire department perspective. Trucks were taken out and put away without issue. We were able to make the station appear presentable, we got cinders put down to try to prevent anyone from falling and in fact no one slipped on the ice. **Facilities:** We have a broken heater in the garage. Electronics have malfunctioned. **Prescott Basin Wildland Committee:** State is being divided into regions for coordinated responses. We were invited to the meeting of this local committee, which we believe that we will have a seat at the table. From feedback received at this meeting, an Engine Boss is now required for Water Tenders, not just Type 6 and Type 3 Engines. Considering creating additional training in lieu of the firefighting hours required to be an Engine Boss. Only 88 people in the state who act in the capacity of an Engine Boss. There are more than this qualified, but they are a Captain acting as an Engine Boss. This is a low number considering the number of departments in the state. Creating this training is our shot at reducing this hurdle in order to participate in outside fires. When a truck responds, it needs an Engine Boss. Some discussion ensued on the need of an Engine Boss. **General:** We had a search and recovery call last week. Bill suggested that we reach out the people involved to investigate the need for a PTSD (Post Traumatic Stress Disorder) session for the responders (who seem to be fine). We may need to research an internal or external session for the future as part of training. There was some additional discussion on the search and recovery incident. There was additional discussion on the information reported to the community.

The discussion of the Fire Chief's Report is resumed at Time Index: 54:28 – Discussion was centred on how the information was disseminated to the community. Suggestion that social information come from Bill and operational information come from Roger; this information would be sent to Chris to send out to the community.

Old Business:

Alarm Contract – Time Index: 11:56 – Jeff Coughlin (attorney) joined the call at this time. Jeff was asked to review the contract at the recommendation of Bill Whittington. Joint Dispatch Services Agreement has been reviewed. At the time it was signed it did not contain Schedule A which dictates the breakdown of contributions by the agencies participating. Both the schedule and contract have been reviewed. The mathematics contained in the schedule is incorrect. The contributing amounts based on the percentages are incorrect. The amounts do not make a big difference for Walker Fire except for the per-year amounts which appear to be off by about \$100. The schedule states we are to participate at the rate of \$1067 per year which incorrect and should read \$970. Our contribution is based on less than ½ percent (0.04%) of the expenses. The contract consists of a termination clause by providing notice to the city 360 days in advance of the termination date (not the end of the Fiscal Year). The contract requires

us to pay for any equipment, workspace space, personnel, facilities... anything that the city needs to operate the dispatch centre. This also includes training, supervision, compensation, insurance, benefits... any other requirements of the dispatch centre. On the initial Capital Expenditure, Walker Fire is also responsible for \$57 per year. In addition Walker Fire is responsible for "calls capital expenses as identified". Jeff asked if we have been aware of any additional capital expenditures that have been identified? Greg responded that for the current year and the preceding three years the assessment which the department has paid was \$5000 divided by \$12 per month. The \$57 does not appear on our billing and our Treasurer is not available today. Jeff continued saying that there are three agencies that are required to pay a minimum of \$5000 per month which ignores the percentages. Greg mentioned that the agreement defaulted to either one or the other - the greater of and that the amount was \$5000 per year and not per month. So we would not be aware of the percentage amount (\$1067) plus the yearly amount (\$57), because we are paying 5 times that amount with the \$5000 yearly. Jeff asked if the Board was aware that we would be responsible for the \$5000 per year? Chuck response that we were aware of our responsibility for that amount. Roger commented that we were allowed entry with the promise that we would become a fire district. This occurred several Fire Chiefs ago in the 2007 or 2008 time frame. There has been no acknowledgement from Alarm that we have not moved in that direction so we have no idea that it is or is not an issue to them. Jeff is not aware of what launched that \$5000 minimum as opposed to the lower rate – this may have occurred several years ago. There is also the possibility that this could be negotiated out of the contract and we pay only what we are responsible for according to the schedule. Jeff has mentioned to both Bill and Chuck that he could contact the city attorney regarding this negotiation. Other items that could be looked at include the determination of the percentages which are based on the number of calls for service. Prescott Police is the largest user of dispatch with 41% (29K) of the calls. Walker Fire, in comparison had 31 calls. Calculations are based on the "calls for service". This determines the percentages. We fall in the category of a "private district" which does not allow one Board to bind another Board with commitments to the contract. The choice is ours as a Board to commit to the next 5 or 6 years to the payments described in Schedule A. With regard to the \$5000 minimum: using the percentage calculation we would have paid \$1124. The additional \$3900 that is being paid to the city. Groom Creek and Williamson Valley are all below that \$5000 figure. While Walker Fire has not appointed a Liaison Officer, Roger attends the meetings as the Liaison Officer as well as Fire Chief for these meetings. Indemnification (Article II) obligates Walker Fire to share in the cost of any litigation at the rate of percentage shown in Schedule A. For example; on a \$2M claim our responsibility would be \$800. This would be over and above the insurance which normally covers these types of litigation. We do have the right to examine/audit any/all expenditures related to dispatch under this contract. The only item left hanging at this time is if we would like to have Jeff contact the city attorney regarding the \$5000 minimum. The downside of this would be identifying to dispatch that we are hardly paying anything at all. Scott asked if we had any standing to having the fees lowered to what the percentages are as stated. Jeff mentioned that this contract was effective in July 2011 even though it was signed by us and the city in September and June of 2012. If we obligated under the 2011 contract, assuming the terms are the same, the contract reads that the listed agencies participate under the percentages shown in Schedule A. Article VI states that each agency participates at a minimum fixed fee of \$5000 per year.

We may choose to negotiate that amount out of the contract. We do not know where the overage amount (\$3900) is directed. We can ask the overpayment will/can be refunded as our percentage amount is \$1124 based on the percentage, capital budget amount, and calls for service. The bottom three departments listed on Schedule A do not pay the \$5000 minimum. Chuck asked if there a term for the agreement? Annual, bi-annual, etc. Jeff will speak with Bill Whittington on this as it is not mentioned in the contract. Greg mentioned that our fee has not increased in 4 years and that there may be a huge surplus out there. Greg asked if there is anything in the current contract that Jeff had reviewed which might harm the department? The only suggestion is the minimum payment, everything else is standard. The contract was delivered to the city and was returned for a second signature from the Board's Secretary. This was in October. Board will need to discuss when the contract is renewable and the amount. At this time Jeff was asked to hold off and we will contact him. Jeff asked if we could locate the previous contract to determine if we are contractually bound. Jeff left the call at this time.

The board had additional discussion after the call. We need to obtain the prior agreement which was signed by the originating Board. Roger commented that we have no seat at the table and the value for service provided exceeds the \$5000 payment. This is safety for our community. Chuck agreed that the payment is related to safety in the community. We are riding on the coat-tails of the districts that are in the agreement. Greg suggests that we sign the contract and decided over the next few months or when the agreement term ends. John asks, "Can we live without Alarm?". Response was no. Motion was made by Greg to see if the original contract can be located, in the event that it cannot be located in the next 7 days, that we sign the agreement and review the original contract when it located. Second by Scott. Passed 4/0

Committee Reports

Planning Committee – Time Index: 59:56 – Survey results were briefly mentioned and are on the agenda under Old Business.

Volunteer of the Month Recognition – Time Index: 01:00:24 – Tabled until next meeting.

Old Business

Articles of Incorporation - Time Index: 01:00:29 – Bill Whittington is going to make some recommendations to us but these are still in the hands of his paralegal. Some of the suggestions are that there are items which should be in the bylaws and that the Articles of Incorporation should be shorter.

Survey Results – Time Index: 01:01:47 – The information received was valuable and will be posted to the website and disseminated to the other committees for action. The survey period was 60 days and communicated to the residents via

multiple emails and via a mailing. The goal was to obtain both demographic and directional information for the community. Of our roughly 1000 member community there is 30% which contribute to Walker. There were 91 responses. Summary of the responses were read.

New Business

Website – Time Index: 01:13:54 – New look. A lot of cleanup has taken place. Changes have been very quick. PayPal will now appear on the website for secure payments with immediate receipts for dues/donations. Trash will be a separate entity and is being reviewed now.

News/Dues Letter – Time Index: 01:16:12 – Dues Letter: Vic will author the letter with Greg's help. Data will be pulled for the mailing near the middle-end of February. Newsletter: Will be in the March/April timeframe and we will have a call for articles at that time.

Annual Meeting – Time Index: 01:17:28 – Date is Memorial Day weekend.

Election – Time Index: 01:18:05 – Need a chair for the nominating committee. Vic has been nominated, but this will be discussed next month.

Dumpster Area Maintenance – Time Index: 01:18:45 – We make these available to the community. Issues in the winter include ice, frozen locks, and mess. Are there monies in the account to allow for some maintenance (cinders) in that area? Ice has been treacherous. It would be good to allocate those funds as opposed to being sued for someone falling.

Community Announcements: (Firewise, WCAA, Others?) – Time Index: 01:21:41 –

Firewise – (Loren) moving along with the negotiation of the State grant with additional meetings on the following Monday/Tuesday. Title III Grant is also moving along with 20 residents participating. Looking to set up a Grinder Day for early May, with the hopes of being complete before the Annual Meeting.

WCAA – (Loren) Meeting scheduled for the last Saturday of the month.

Dance – (Peg) Brought in \$550 and after expenses, a donation of \$380 was made to the WFPA. Would like to hold additional dances. Great comments from dancers.

Public Forum (Two Minute Restriction) – Time Index: 01:34:22 – Comments on the transformation of the board meetings. Thanks to Roger for his service. Thanks to Judy and Steve.

Brief Board Discussion if any about public comments – Time Index: 01:37:30 –

Need to come up with a date for Walker Days. Mid-June date.

11:00 a.m. **Adjournment** – Time Index 01:38:50 – Motion to adjourn was made by John and seconded by Greg and Scott. Meeting adjourned at 10:41 AM.