

MEETING MINUTES OF THE GREER FIRE DISTRICT

BOARD OF DIRECTORS

Meeting Time/Date: 1900 Hours, 19 September 2012

Meeting Location: Greer Fire District Station 2, 38974 SR 373

I.) CALL TO ORDER

Dan Leeds called the meeting to order at 1908 hours. Dan thanked the Team and Chief for all the good work over the last 30 days and especially for the projects around the station, notably the tile work which is being done in-house.

II.) ROLL CALL OF FIRE BOARD MEMBERS

Attendees: Dan Leeds, Jim Wright, Lee Smith, Ted Diepstraten, Bob Combs, Jan Gabby, Chief Wade, Capt. R.J. Carnwright, Tyrrell Bailey.

III.) APPROVAL OF MINUTES (Board meeting of 15 August 2012)

Lee moved acceptance, Second by Ted, Unanimous.

IV.) SCHEDULED PUBLIC APPEARANCES: None

- Auxiliary Report – Jan Gabby
 - Discussion of next pancake breakfast date. Lee noted that the 4th of July will be a four day weekend. Consensus was that July 6th, Saturday, would be a good day. Lee has blocked out that morning for the Center.
 - Jan announced that Phares' are moving and we will be losing Jill on the auxiliary so she will be looking for another member.
 - The Christmas party is the next occasion. It will probably be done after the holidays.
 - There was discussion of possible new auxiliary members.
 - Next meeting set for October 17.
- Website Report – Chief Wade
 - Chief has made some updates. He said he will get a good camera and make some pictures for the website.
- Annual Audit Report - none

V.) CALL TO THE PUBLIC: None present

VI.) REPORTS AND CORRESPONDENCE

A.) Chief's Report

- For month of August we had 15 calls: 8 EMS, 1 MVA and 6 public assists.
- R. J. has completed the rack for 1731 for the flat-bottomed boat so the bed is now usable for other things. The engine in 1731 has a miss which needs to be looked at. We took possession

of the Rhino we purchased from Dave Page. Decals are on and we will be putting lights (LED) on at a cost of about \$450. The left rear emergency light was replaced on 1740. The foam system in 1746 has been fixed. Still researching tires and wheels for 1752 to eliminate the split rims.

- The roof project is essentially done except for a few snow-breaks. There was discussion of handicap accessibility to the office. A yellow stripe will be painted on the step up to the patio. The quote still looks good with the exception of an additional yard of concrete on the south side. The shed roof on the north side is still planned. There was discussion of the design to keep snow off the generator. We have the paint for the storage tanks and connexes. They have been power washed and prepped. Tile project in office is almost finished.
- Tyrrell and Larry have been out of town on fires with Eagar FD. Chief will be submitting report for reimbursement for all expenses, including wages.
- We had a live training burn last night.
- Springerville FD donated a hose washer and we are using a hose tester we share with Eagar FD and Springerville FD.
- Springerville gave us the antique hose reel which is out front.
- We received 400 feet of 1 ¼" hose which was on order, 200 feet of which was put on 1741.
- We will be ordering a new 6' x 10' flag. Carole Combs will double-stitch the end to make it more wind resistant.
- Benny Knoll pit is full and we are waiting for Forest Service approval to burn.

B.) Chairman's Report

- Bureau of ATF is offering a \$10,000 reward for the arson fire at Greer Lodge.

C.) Treasurer's Report

- We are at 22% of the year.
- Chief – State reimbursements on fuel grants should be going back into hourly. Dan wondered whether we are keeping just enough balance with the County Treasurer. Lee says we are.
- Lee asked how often we have to purchase batteries for the defibrillator? Chief said they should last a couple of years. Lee said we need to budget that expense in the future.
- We have almost blown the budget on 6570 equipment so we need to be careful. Lee has moved \$25,000 out of 6590 into 6592 so we have a line item to pay for the roof.
- Chief discussed purchasing medical items in larger orders to reduce shipping charges.
- We are going over-budget on repairs so we need to watch that.
- Personnel are right in line.
- Account balances 09/19/2012

General Fund:

10-1010 Apache County Treasurer.....	\$ 3,482.54
10-1015 Payroll National Bank of AZ.....	\$ 45,363.89

10-1020 Special Revenue National Bank of AZ..... \$137,831.06
 10-1025 Capital National Bank of AZ.....\$ 12,533.78

General Fund Total.....\$199,211.27

Greer Fire District Auxiliary.....\$ 8,893.72

Greer Fire District Pension.....\$ 25,446.73

Bellinger Springs Water Users.....\$ 2,080.39

- Lee noted that the Board of Supervisors is now requiring a degree in accounting or finance for the deputy treasurer.
- Motion to accept Treasurer's Report-Bob. Second by Ted. Unanimous.

D.) Committee Reports

- Chief reported on the Pension and Relief Fund meeting tonight at 1800 hours. Current members are Ted, Daniel, Chris, R.J., Dave Page, Chief and Tom Tilford as public member at-large. Dave and Tom were absent but quorum was present.
 - This year the total disbursement from the State was \$6,879.25. \$14,413.36 was the total employee contributions. We will withhold about \$900 out of the State disbursement to meet our by-laws minimum of \$2,500 for the Relief portion. The five employees eligible for pension were Chief, Daniel, Chris, Rye and Rachael.

E.) Correspondence

- Dan had a letter from the Property Tax Oversight Commission. It basically says the secondary levy limit for our district is in proper order.
- There was a letter from AFDA regarding dues and the annual meeting in Laughlin. The new AFDA regional representative is Brian Savage, Lakeside FD Chief.

VII.) DISCUSSION AND POSSIBLE ACTION CALENDAR

A.) Personnel Issues – Chief Wade

- As of October 1 the crew will be on a 48/96 schedule, 2 days on and 4 days off. Based on driving from Snowflake and Round Valley it will be more economical for them. Chief discussed shift coverage and overtime during the time Tyrrell and Larry were gone.

B.) Volunteer/Hiring Candidates – Chief Wade

- We have a new volunteer – Ashley McGill. Fingerprint cards are no longer acceptable as a form of fingerprint authorizations. We have to send off our own. Lee explained the A.R.S. requirement. Ashley is an EMT and CNA enrolled in nursing school. Dan noted we need to add her on insurance.

C.) Auxiliary Activities - None

D.) Standard Operating and Administrative Procedures – Chief Wade

- We are still working on the Quality Assurance procedure. There was discussion on setting limits for various quotes – printed, verbal, sealed bids, etc. and who has authorization to order. If so, how much? Who is allowed to have credit cards? Currently credit cards are held by Chief, Lee, Rye and R.J. Lee explained that the mandate for S.A.P. is coming as a result of the audit. We will slowly ease into a purchase order system. Ted explained the advantage of a P.O. system as it worked in his business. Jim discussed T.E.P. purchasing procedures. Lee says we need a wish list of things the District needs so that they can be budgeted for in February. There was discussion of Federal Agency asset forfeiture procedure. Chief asked Tyrrell to look into it.

E.) State Retirement PSPRS – Lee Smith and Tyrrell Bailey

- Tyrrell has been researching the process. A packet was handed out which included a flow chart of the joinder process. Tyrrell explained where we are in the process (2b). Lee made a motion that we authorize Tyrrell to contact PSPRS to schedule an informational meeting to discuss participation in the system. Bob asked if the motion was not actually Step 4. Lee said it was. He restated the motion to read: “We authorize Tyrrell to notify PSPRS of our intent to proceed in the joinder process.” Second by Ted. Dan asked why are we interested in this? Lee explained some of the benefits as a retirement system. Ted explained the costs associated with his company retirement system. Dan asked whether volunteers might be eligible. This is something the meeting with PSPRS will determine. There was some discussion regarding the medical evaluation requirement. Motion carried unanimously.

F.) Purchase of Rescue Boat – Chris Struble

- Chief said Chris is asking for a dollar amount so that we can find something that fits our needs. We really need a deep-V to safely operate in places like Big Lake and Sunrise. Chief distributed a list of boats currently on Craig’s List. There was long discussion about our needs, frequency of use, type of boat and price. Dan moved we purchase a 14’ V-Bottom rescue boat with motor and trailer and keep cost under \$1500. Second-Lee. Unanimous.

G.) Change in Website – Chief Wade

- “Media Duck” specializes in Fire District websites. The advantage is you can update them in minutes and they have flashing headers which can be used to alert the public in emergencies. Motion to table changing website - Lee. Second-Ted. Unanimous.

VIII.) BOARD MEMBER COMMENTS

- Bob discussed log siding on Station #1 as a wish list item.
- Chief – SCF site visit audit is rescheduled for October 7.

IX.) ADJOURNMENT

- Meeting adjourned at 2133 hours.
- Next meeting is October 17, 2012.

By: _____

Robert L Combs, Clerk of the Board

Board Members:

Dan Leeds, Chairman _____

Ted Diepstraten _____

Jim Wright _____

Bob Combs _____

Lee Smith _____