

ARIZONA CITY FIRE DISTRICT

REGULAR SESSION MINUTES

January 15, 2014

1. **Call to order**

Board Chairman Diane Wright called the meeting to order at approximately 6:00 p.m. at the District's hall, located at 14022 S. Sunland Gin Road, Arizona City, AZ.

2. **Pledge of Allegiance**

Board Chairman Wright led those present in the Pledge of Allegiance.

3. **Welcome to Guests**

Board Chairman Diane Wright welcomed the members of the Fire District and guests to the January 15, 2014 Board meeting.

Board members present: Board Chairman Diane Wright, Board Clerk Betty Harding, Board member Jim Leary, Board member Bill Bailey and Board member David Eastwood.

Also present: Assistant Fire Chief Jeremy Leary, Business Manager Hazel Corbin, and Dean Craun.

Public Present: Jennie Carlson, John Trainor, Donna Wyatt, Julie Bailey, Gary Nagel, and Sherry Mitchell.

4. **Fire Chief's Report**

- A. Asst. Chief Leary reported that Business Manager Corbin's desktop computer's installation is complete. The District's system has been updated to Windows 2013.
- B. Asst. Chief Leary stated that we are still waiting for the three (3) remaining fire hydrants to be installed. Change order charges of \$2001.00 have been received for the relocated hydrants. Asst. Chief Leary has contacted the church to see if they will cover the cost or assist in doing so.
- C. Asst. Chief Leary reported that the last portion of the operational staff physicals will be spread out over the next two months
- D. Asst. Chief Leary reported that he expects the ISO inspection report sometime between June and August 2014.
- E. Asst. Chief Leary informed the Board that the District has seventeen (17) applicants for operational staff positions and the hiring process will begin the week of January 27, 2014.

5. **Staff reports**

Asst. Chief Leary reviewed the December 2013 month end reports for EMS calls. Asst. Chief Leary, using charts and graphs, presented the EMS/Fire response times.

6. **Correspondence**

None

7. **Consent Agenda**

Board member Bill Bailey made a motion to approve the Consent Agenda. Board member David Eastwood then seconded the motion. The motion was unanimously approved by the Board.

8. **Call to the Public**

Jennie Carlson had a question for the Board regarding agenda item 9-A "Live Feed" but opted to ask the question during the 9-A discussion

At this time, Board Chairman Wright opted to change the order of business to accommodate a presentation by Brenda Tranchina from Human Resource Strategies, LLC and moved on to item 10-A under New Business.

10. **New Business:**

- A. **Presentation by Brenda Tranchina, HR:** Brenda Tranchina presented a written proposal packet to each Board member and discussed her services available for a Fire Chief search. Discussion and questions followed. Board member Bailey questioned Business Manager Corbin as to why there was only one presentation for Fire Chief search services. Business Manager Corbin reported that when contacted, the Arizona Fire District Association and the Arizona Fire Chiefs Association referred her to Brenda Tranchina. She also reported that Gary Medina, Bagnall Insurance and Wyatt Wong with VFIS of Arizona all stated that they did not have any experience with this service.
- B. **Discussion and possible action re: Hiring Brenda Tranchina to assist with the Fire Chief search.** Board Clerk Harding made the motion to hire Brenda Tranchina of Human Resource Strategies, LLC to assist with the Fire Chief search. Board member Eastwood 2nd the motion. The motion was unanimously approved. At this time the Board agreed to hold a Special Meeting on Wednesday, January 22, 2014 at 6pm with Brenda Tranchina regarding the Fire Chief recruitment, assessment & selection process.

Thereafter, Board Chairman Wright returned the order of business to Old Business.

9. **Old Business:**

A. Discussion and possible action re: having AireBeam provide "Live Feed". At this time Jennie Carlson made her statement to the Board concerning "Live Feed". Business Manager Corbin presented her findings regarding cost and feasibility of "Live Feed" and the other option of recorded for replay. Board member Bill Bailey made a motion to provide a videotaped feed accessible thru the District by this February, 2014. There was no 2nd and Board Chairman Wright declared the motion died for lack of a 2nd.

B. Discussion and possible action re: Appeal to appointment to investigate harassment complaint against Board member Bill Bailey. At this time Board member Bill Bailey requested to have this item removed from the agenda.

C. Report on Findings on allegation of harassment. Asst. Chief Leary gave a report of findings on the allegation of harassment.

D. Discussion and possible action re: Findings on allegation of harassment. After a brief discussion, Board Chairman Wright made the motion to admonish Board member Bill Bailey. Board member Jim Leary 2nd the motion. The motion carried with a 4-1 vote. Board Chairman Wright, Board Clerk Harding, Board members Leary and Eastwood voting Yes and Board member Bailey abstaining.

E. Discussion and possible action re: Report on disposing of desktop computers not being used. Business Manager Corbin gave the report of her findings on disposition of the desktop computers. After discussion, Board member Bailey made a motion to declare the desktop computers as surplus, to contact Arizona City Elementary School regarding donating the computers to the school and to find another school who would be interested in the donation if Arizona City Elementary School is not interested. The motion was 2nd by Board member Eastwood. The motion was unanimously approved.

F. The report from Business Manager Corbin on finding qualified HR help with the Fire Chief search was given previously during New Business item 10-A and B.

10. New Business

C. Ratification Resolution #2014-1: Whereas, those present were advised that the decision to meet in executive session for personnel matters pursuant to A.R.S. 38-431.03(A)(1) and for legal advice pursuant to A.R.S. 380431.03 (A)(3) during the September 4, 2013 Fire District Board meeting. Due to the lack of a proper vote to go into said Executive session for legal advice, Ratification Resolution #2014-1 was necessary. After discussion, Board Clerk Betty Harding made a motion to approve the Ratification Resolution #2014-1. Board member Leary 2nd the motion. The motion was unanimously approved.

D. Discussion re: Board protocol; Board members' conduct at Board meetings related to texting, phone use and professionalism during meetings. Board Chairman Wright noted that Board members should be held to the same high standards as the Operational and Administrative Staff in regards to texting, the use of personal phones and professionalism

during meetings. Board member Bailey made the request that it be noted in the minutes that he "is not trying to perceive anyone or anything" but he will continue to have/use his phone.

E. Discussion and possible action re:

1. Review of District Attorney's bills.
2. Board members contact with District Attorney; possible limitations.
3. Change of Board bylaws to include notice to Board Chairman prior to making inquiry of District Attorney.

After discussion, Board member Betty Harding made a motion to change the bylaws to include notice to Board Chairman prior to making inquiry of District Attorney.

Board member David Eastwood 2nd the motion. The motion was unanimously approved.

F. Discussion and possible action re: Adoption of the 2012 United Fire Code. During discussion Asst. Fire Chief Leary clarified that it was not the United Fire Code but the International Fire Code. Board member Jim Leary made the motion to adopt the 2012 International Fire Code. Board member David Eastwood 2nd the motion. The motion was unanimously approved.

G. Discussion and possible action re: Leasing the old Nextel building to AireBeam. After discussion, Board member Jim Leary made the motion to table until the next meeting, giving the District Attorney time to review the contract. Board member Bill Bailey 2nd the motion. The motion was unanimously approved.

11. Next Meeting Date

Special business meeting will be January 22, 2014 at 6:00p.m.

Next regular business meeting will be February 19, 2014 at 6:00 p.m.

12. Agenda Items for Next Meeting.

Board Chairman Wright asked that the items for February 19, 2014 agenda please be given to the Business Manager by Tuesday, February 11, 2014.

13. Adjournment

Thereafter, Chairman Diane Wright adjourned the public session at approximately 7:55 p.m.

Date approved: _____

2/19/14

Betty Harding
Board Clerk