

ARIZONA CITY FIRE DISTRICT
Regular Board Meeting Minutes
August 7, 2013

1. Call to order

Board Chairman Betty Harding called the meeting to order at approximately 6:03 pm.

2. Pledge of Allegiance

Board Chairman Harding led the Pledge of Allegiance.

3. Welcome to Guests

Board Chairman Betty Harding welcomed the members of the Fire District and Guests to the August 7, 2013 Board Meeting.

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

Also present: Fire Chief Paul Sabel, Business Manager Hazel Corbin, Asst. Fire Chief Jeremy Leary, District legal counsel William Whittington, Dean Craun, Randy Wittenburg,

Public Present: Jennie Carlson, Claudine Sabel, Bobbi Wozny, John Trainor, and Kayne Crison – Az City Newspaper.

4. Fire Chief's Report

1. Chief Sabel stated that the new 24/7 schedule was going fairly well, that the Asst. Chief Jeremy Leary had worked up a mock time sheet for everyone to review how to fill them out.
2. Chief Sabel reported that Saunders Company, Ltd. will start on our 2012-2013 fiscal year audits on August 26th. and 27th. 2013.
3. Chief Sabel reported that one employee has requested a 6 month leave of absence (Aug. 1, 2013 to Jan. 2014). At this time Chief Sabel has given him 3 months with a review at the end of the three months but has not received a signed copy from the employee.
4. Chief Sabel advised that the State of Arizona Fire School is September 5th – 8th. A memorial for the deceased and fallen firefighters will be at 8:30am at the Opening Ceremony on the 5th. Chief Sabel has submitted Mort Erickson's name.

5. Staff reports:

1. Chief Sabel reported on the month end reports for EMS calls for June and July, 2013
2. Chief Sabel gave a report on the EMS/Fire response times for July 2013.

6. Correspondence: None

7. Consent Agenda

1. Board Chairman Betty Harding made the motion to approve the Consent Agenda, with Board member Bill Bailey 2nd the motion. Board member Jim Leary stated he had a question about item 4 on the Consent Agenda and he requested that item #4 be pulled

from the consent agenda. Motion was then voted on and unanimously approved by the Board

2. Mr. Leary wanted to know about the break down on the warrant paid to Xerox. The Business Manager Hazel Corbin explained that the bill had a monthly fee plus a cost per page. A motion by Board Member Bailey to accept item #4, seconded by Board member Wright, unanimously approved by the Board.

8 Call to the Public

John Trainor asked about response times being put into the paper. The board advised Mr. Trainor to come into the station and visit with the Business Manager or Fire Chief Sabel.

9. Old Business:

Chairman Betty Harding stated that item 9(1 thru 4 would be moved to after the Executive Meeting. At this time District legal counsel William Whittington ask Board Chairman Betty Harding if he could help her with the motion to go into executive session pursuant to:

1. ARS 38-431.03 (A)(1) to discuss employment and/or salary of the Fire Chief.
2. ARS 38-431.03(A)(3) re; discussion or consultation for legal advice with the District attorney regarding salary of the Fire Chief, Chief's job description.
3. ARS 38-431.00(A)(3)re: discussion or consultation for legal advice with the District attorney regarding contract for Fire Chief.
 - a. Salary for Fire Chief as Administration & operational Chief, 40 hours Per week at \$1,000.00 to include an educational plan.
 - b. Buy back of comp time accrued if put on a salary or amount of time to use it up.
4. ARS 38-431.03(A)(3) re; discussion or consultation for legal advice with District attorney regarding advertising Fire Chief position and approval for expenditures to cover Assessment Center.
5. ARS 38-431.03(A)(3) re: discussion or consultation for legal advice with the District attorney regarding what is Dereliction of Duty.
6. ARS 38-431.03 (A)(3) re: discussion or consultation for legal advice with District attorney regarding Probationary for EMT and Paramedics.
7. ARS 38-431.03(A)(3) re: discussion or consultation for legal advice with the District attorney regarding pending Open Meeting Law complaint and possible conflicts of interest issues: possible training on Open Meeting Law, Conflict of Interest training: Board roles and responsibility training.

At this time the District attorney stated the Board Chairman should have the Fire Chief stay in the Executive Session while discussion did not pertain to him. Items of New Business that were pulled into Executive Session were 10-1,2,3,8,9,10, 12 and 14.

At this time Mr. Whittington stated that someone needed to state "So Vote", this would then need to be seconded and voted on. Board Chairman Betty Harding stated So Vote, the motion was 2nd by Board member Bill Bailey and unanimously approved by the Board

10. New Business

1. Discussion regarding Public records request form: public records policy (moved to Executive session)
2. Out of District Fire Protection Services Agreement (request from Mesquite Grove Group LLC) (moved to Executive session)
3. Annual Golf Tournament (to complete perpetual scholarship for CAC that is issued by Association for Pinal County Youth. (moved to Executive session)
4. After discussion on the lease termination from Nextel West Corp. Clerk Diane Wright made a motion to table until the District attorney could review the contract. Motion 2nd. by Board Member Bill Bailey. Motion was unanimously approved.
5. There was a discussion on the District Credit card use and accountability. Board member Jim Leary stated he had asked that this be put on the agenda but after talking with the Business Manager felt he had his questions answered. Clerk Diane Wright stated it was hard for any Business to run without a credit card now days. No action taken
6. There was a discussion on Professionalism while on duty. Board Chairman Betty Harding stated someone had complained to her about the language being used around the station and that there needed to be some way to control this. No action taken
7. Business Manager Hazel Corbin stated that sending out Executive minutes made her uneasy and would like to keep it as is. Board members can come in to read or listen to the executive minutes any time they need to. The District attorney stated that the minutes had to be ready within 3 business days, at least in a draft form.
8. There was discussion on advertising Fire Chief Position and approval for expenditures to cover Assessment Center (moved to Executive session)
9. What is Dereliction of Duty was discussed. (moved to Executive session)
10. Probation for EMT'S and Paramedics was discussed. (moved to Executive session)
11. Discussion on the Time cards, Board member Jim Leary wanted to know how the time cards were filled out. Chief Sabel and Business Manager explained how the time sheets were used for the employees and how they kept their time in a daily journal. No action taken.
12. Discussion on AZ City Fire Fighters having an EMT cert. (moved to Executive session)
13. Expansion of boundary for recruiting Fire Fighter. No action taken
14. Discussion and possible action on Open Meeting Law complaint and possible conflict of interest issues: possible training on Open Meeting Law: Conflict of interest training: Board roles and responsibility training. (moved to Executive session)

Chairman Betty Harding at 7:35pm asked the Fire District members and guest to please leave the room while the Board went into Executive Session.

The Executive Session ended at 9:40pm and the regular session resumed.

Do to the time a Special Session was setup to finish the regular session and an hour training session with the District Attorney.

11. Next Meeting Date

Special Session meeting will be Friday August 16th at 6:00pm
Next regular business meeting will be September 4, 2013 at 6:00 pm.

12. **Agenda Items for Next Meeting**

13. **Adjournment**

Thereafter, Chairman Betty Harding adjourned the meeting at approximately 9:45 pm.

Date approved: 10/16/13

Signature: *Diane Wright*
Board Clerk