

CHRISTOPHER KOHL'S FIRE DISTRICT
MINUTES OF BOARD MEETING
JULY 13, 2009
STATION 51

Meeting called to order at 7:00pm, 13 July, 2009. Pledge of Allegiance.

In Attendance: Deborah Dawson, Chairman
 Margot Holmes-Fish, Vice Chairman
James Oliver, Clerk/Treasurer
 Electra VanEckhoutte, Fire Chief
 Dionne May, Administrative Assistant
Department members attending were identified.

Agenda Item 3.

- A. The Minutes from the 8 June and 22 June, 2009, Board Meetings were approved unanimously by the Board after a motion by Mr. Oliver and a second by Mrs. Holmes-Fish.
- B. The status of the District Bank accounts for June, 2009, was given by Mr. Oliver. Mr. Oliver said that Zion National Bank deposited the Truck purchase money into the Capital account, and a warrant was issued for the purchase of the truck later this week. Mr. Oliver said that the ending balances were in line with the Budget adopted for the forthcoming year. Mrs. Dawson asked if the Zion money was included in the reported amount, and Mr. Oliver said it was not included in the amounts given for the month's end. Mrs. Dawson asked about tax receipts, and Mr. Oliver said that collections were short about 2 to 3 percent. Mrs. Dawson accepted the Treasurers report.
- C. Chief VanEckhoutte gave the Chief's report and discussed the status of the Department and activities of the members of the Department. Chief VanEckhoutte discussed the AEMS grant the department received, and also discussed the pending ISO rating review. Chief VanEckhoutte said that testing showed that the Promontory tower was not acceptable for the radio repeater, but that Station 53 looked to be the spot to put the repeater. Chief VanEckhoutte said that station 52 is being painted, and that Scott VanEckhoutte found a builders defect in the WT511 that affected pumping, and had repaired it. The new water supply at Kohl's Ranch supplied by the Lodge was described by the Chief.
- D. Correspondence of Interest: Mrs. Dawson announced the death of Donna Wynn, a longtime resident, and gave memorial times and dates. Mr. Oliver mentioned two letters of thanks to the Fire Department, discussed the Kohl's Ranch HOA meeting that he and the Chief attended, thanked Chris Lecher for his help in getting the AEMS grant for the Department, said that a local board for the Public Safety Retirement system had to be started and gave details of the Board, and mentioned the Daisy Mountain class action lawsuit against Microsoft, which if approved, would provide the Department with about \$101.00 from the settlement. Mrs. Dawson asked about volunteers needed for the local Board.

Agenda Item 4. Information/Discussion/Action on the Emergency Services Agreement with Tonto Rim Christian Camp (TRCC). TRCC is requesting a modification of the payment schedule for the agreement. Payment was due 1 July, 2009, and has not been paid. Mr. Jason MacInturf and Nick Brown spoke on behalf of TRCC. Mr. MacInturf addressed the problems that the camp has experienced, saying he has just taken over, the previous management had left the Camp in financial disarray, and no provision had been made for payment of the fee to the District. He said he was unaware that the Camp had to pay a service agreement fee, and had not ever had to do this with previous camps. He became aware of the payment upon receipt of a payment due letter from the District. Mr. MacInturf proposed paying the fee in three payments, 15 July, 15 August, and 15 September. He also proposed future payments occur on 15 May, 15 June, and 15 July of each year due to cash flow at the Camp. Mr. MacInturf also proposed stretching out the credit due the Camp from previous overpayments to the District to assist the District. The Board and Mr. MacInturf discussed the issue, with Mrs. Dawson commenting that this was not the first time the issue has occurred. Mr. Oliver discussed the

agreement terms, saying that modifications to the agreement may be addressed in the agreement. The District need for the payment by 1 July was discussed by the Board. Mr. MacInturf said there was no question of the Camp not paying the required fee, saying the previous history of the Camp making agreements and not paying for them came to a stop with his arrival. Mr. MacInturf said that the issue of payment this year could be addressed now, with future year's schedules dealt with later. The issue of the credit could also be addressed at that time. Mr. Oliver asked Mr. MacInturf if he was going to be permanent staff, or just sent to correct problems. Mr. MacInturf said he could not be sure, but said he was here to keep the camp open and not fail, he was in his last position 10 yrs, and was not just temporary staff. Mr. Oliver asked Chief VanEckhoutte for her thoughts on the issue. Chief VanEckhoutte said that her feelings were mixed due to past history, but felt that the proposed schedule for this year should be agreed to, but wait on changes for upcoming years. Mrs. Dawson said she agreed with that. Chief VanEckhoutte said this year there were few calls, but in the past many calls had been made to the Camp. Mr. MacInturf asked about for a description of the type calls, which the Chief answered. Mrs. Dawson asked when in September the final payment could be made, and Mr. MacInturf said the 15th of each month was satisfactory to him. The Board felt that the proposed schedule was satisfactory. The mailing of the bills was discussed. Mr. Oliver made a motion to accept three payments, the 15th of July, August and September, for a total of \$10,217.52 for this year. Mrs. Holmes-Fish seconded. The vote was unanimous in favor, motion carried. Mr. Oliver explained to Mr. MacInturf why he had to pay for emergency service coverage. The setting of the fee amount was discussed by Mr. Oliver. Mr. MacInturf asked about improvements he could make, and the Chief said she would get with him. The Watershed group was discussed by Mrs. Dawson and Mr. MacInturf.

Agenda Item 5. Information/Discussion/Action on selection of a health insurance carrier for personnel of the District. Chief VanEckhoutte gave information to the Board saying that the present carrier was going to have a 38% increase this year which was unacceptable. Chief VanEckhoutte obtained several bids from competing companies, and wished to change carriers. An increase is going to occur whatever the Board's decision. Mrs. Dawson asked about the Chief discussing the issue with the employees to reduce costs. Cost sharing was discussed by Mrs. Dawson and the Chief. The various bids and coverage's was discussed by the Chief and the Board. Chief VanEckhoutte said her preferred company was called Assurance, and discussed coverage's. Mr. Oliver said he felt that the Board should just authorize the Chief to select the best company, keeping her total personnel budget in mind. Mr. Oliver said that the Board has not approved the carrier in the past. Mrs. Dawson asked about number of employees and cost factors. The Board agreed to let the Chief approve the selection of the health insurance carrier without a formal motion.

Agenda item 6. Information/Discussion/Action on the following internal procedures:

- a. Board preparation of agenda, Open meeting Law requirements, procedures and policies. Mrs. Dawson said that she asked for this item because she wanted to ensure that every Board member could place any item on the agenda. Mrs. Fish-Holmes said that was true, but that some items could be placed on the agenda at a later time or some other meeting. Mrs. Dawson asked who made that decision, if it is not clear in the By-laws or Statutes that any Board member could place an item on the agenda, a policy among the Board is needed to be put in place. Mr. Oliver said he prepared the agenda about two weeks before the meeting, said that additions or corrections were needed before posting, and because of the Budget meetings ongoing, did not feel that these items being discussed now should be placed on the agenda when requested. Mr. Oliver said he felt the Budget was a priority; the requested items were received the Friday morning of posting, and could be done at a later meeting. Mr. Oliver said that the Statues did not specify how to prepare an agenda, just to have one, and the By-Laws of the District specified that the Clerk prepared the agenda. Mr. Oliver said that the felt that any Board member had the right to have a specific item on the agenda. Mr. Oliver said that he felt that the agenda could not be changed after it is posted. Mrs. Dawson discussed "green-sheeting" or updating the agenda, and Mr. Oliver said he did not see that anywhere in the Statutes. Mrs. Dawson said it was agreed that any member could have an item placed on the agenda. Mr. Oliver said that was correct, but that it could be delayed for a meeting or two depending on other business before the Board. Mrs. Dawson said that was a Board decision to be made, and Mrs. Holmes-Fish said it was the Clerks decision as the Clerk prepares the agendas.
- b. Posting of meetings, agendas and Draft minutes on the Department website and

- c. Additional posting of agendas beyond that required by Statute and
- e. Discussion of web site, operation/maintenance, increased usage, costs and other associated items.

Mrs. Dawson said that she has received several requests that minutes, agendas, etc, be placed on the website as the public did not feel they were getting enough information. Mrs. Dawson asked if it was legal to set up an e-mail system to provide agendas, minutes, draft minutes and similar material. Mr. Oliver said that minutes were placed on the site. Mrs. Dawson asked if draft minutes could be placed on the site. Mr. Oliver said he felt that only approved minutes could be posted, but that there is some disagreement on that point. Mr. Oliver said that some use was made of draft minutes by the County Attorney, but that he felt only approved minutes should be posted. Mrs. Dawson said that she was looking for ways to improve information flow to the public. Mr. Oliver said the website cost was currently \$2400.00 a year. Mr. Oliver said that any increased usage would raise cost. Mrs. Dawson asked why that was so, and who was being paid to run the website. Chief VanEckhoutte replied the Mr. Curt Drinkwine was being paid. Mrs. Dawson asked if approved minutes were immediately being placed on the website. Chief VanEckhoutte said that they were being placed on the website the morning following the meeting for approval. Mrs. Dawson said she wanted more information out there, and asked if anyone else shared her concern. Mrs. Holmes-Fish said she thought more information should be available, and thought an e-mail system could be used, with the approved minutes and agendas being sent to those who signed up. Mrs. Dawson discussed a CPR class that firefighters were talking about, and the public was interested in such a class. Mr. Oliver said that was not associated with agendas, minutes, or Board activities, but was a Department activity that could be dealt with by the Chief. The cost of posting items was discussed, with Chief VanEckhoutte stating that the cost was \$45.00 for each posting, and Mr. Oliver said it cost \$2400.00 last year. Scott VanEckhoutte discussed the informational Board put up by the Forest Service.

d. Establishing e-mail addresses for Board members, and equipment purchases for Board use to accomplish this item. Mrs. Dawson said that she is using personal e-mail for Department business, and asked if the other Board members were doing the same. Mrs. Holmes-Fish said she was not interested in establishing a system just for Board members, and that her address has been made public. She said that she gets e-mail, and can choose to respond. Mr. Oliver said there was now e-mail addresses for the District, and with the Records retention and open meeting law statutes, he felt the Board was at some risk using personal e-mail for District business. Mr. Oliver pointed out several boxes containing material from a District lawsuit that had a large number of e-mails as part of the suit and related to the lawsuit. Mr. Oliver said he would not use e-mail to conduct Board business. Mr. Oliver said that people knew how to get hold of him.

e. District travel and training requirements, possibility of Board approval. Mrs. Dawson said she could not find a policy for travel and training, and thought the Board should have some policy. Mrs. Dawson said that the Chief would ask one Board member for approval for training. Chief VanEckhoutte said that if there was a budget for the training, she would approve it and try to get training for everyone. Mr. Oliver said this was an operational issue for the Chief, and if there was money in the budget for it, the Board was not involved. Mr. Oliver said a long term commitment could be a Board issue, but routine travel/training was the Chief's issue. Mrs. Dawson asked about the Chief's training, and did she need to get approval. Mr. Oliver said not as far as he was concerned, that the Chief would inform him of her plans, but did not seek approval. When asked by the Chairman, Mrs. Holmes-Fish said that she thought the issue was up to the Chief. Mrs. Dawson asked about out of town training, and Chief VanEckhoutte said almost all training involved out of town travel. Mr. Oliver said that when the Board approved the budget, the funds for travel/training were approved. Mrs. Holmes-Fish said that was up to the Chief's discretion, and Mr. Oliver said as far as he was concerned that was true. Chief VanEckhoutte said the problem was staffing, and having people available to go to training.

Agenda item 7. Information/Discussion/Action on possible reconfiguration of station 51. Chief VanEckhoutte said that the Department needed more berthing facilities than currently available. The Fifth-wheel was adequate under most circumstances, but with additional personnel, such a volunteers or persons wanting to make runs for training on duty at times, more berthing was needed. She proposed converting the area used for the Bingo equipment and the area used by the Board for meetings to two separate rooms, fitted with bunk beds. The Chief said that volunteer work would be used for the conversion. Mr. Fitch said the cost

would be about \$750.00 for material. Mr. Fitch said it was a fairly easy modification, and gave several reasons that the modification was needed. Heating and cooling was discussed. Mr. Oliver said that the Board could use other space, which it would reduce the meeting space a bit, but other changes could be made to reduce the impact of the lost space. Mr. Oliver said that this would help with the volunteer problems that were a concern during the budget hearings. Mr. Oliver said that there were requests to pull shifts and make runs with the department, and this would accommodate more of them. The Chief said that this was a valuable training source for the Department. Storage needs were discussed by the Chief and the Board. Removal of the dais was discussed, and the Chief said that she wanted bunk beds. Mr. Fitch said that the space to be used was larger than the dais. A space to be used for audio visual purposes was discussed by Mr. Fitch. Details of the project was discussed by the Board. Mr. Oliver said that there may be some community response to losing space. Mr. Oliver said that he favored the project. Mrs. Dawson and Mrs. Holmes-Fish agreed with the project. Mr. Lloyd asked about permits. Mr. Fitch discussed permitting requirements. Mrs. Dawson asked about another location for the berthing area. The Board agreed with the project as presented without a formal motion.

Agenda item 8. Future agenda items. Mr. Oliver requested that the Board consider for approval the new Personnel Policy and Procedures manual. Mrs. Dawson asked if the District's Attorney has reviewed the manual, and Mr. Oliver said he has not.

Agenda item 9. Call to the public. Mr. Sundra addressed the Board, announced his retirement from the Department, and said that when Mr. Lusson and Mr. Ashby left the Department they did not receive any formal thanks from the Department or the Board. Mr. Sundra said he was not looking for thanks, but did want people to say that he had made a difference. Mr. Sundra reviewed the work that he and Shelly Sundra had done to bring the Colcord area into the Fire District. Mr. Sundra thanked the Department and wished the Department well. Mrs. Holmes-Fish asked Mr. Sundra his reasons for leaving, which he gave. Mrs. Holmes-Fish and Mr. Sundra discussed the departure of Mr. Ashby and Mr. Lusson, with Mr. Sundra saying he was disappointed in the Departments actions at the time. Mrs. Holmes-Fish gave Mr. Sundra her thanks and gratitude for his work and efforts on behalf of the Department. Mr. Gourdoux discussed Mr. and Mrs. Sundra's efforts on behalf of the residents in the Colcord area. Mr. Schantz discussed the Sundra's efforts. Mr. Lloyd said there was a problem with handicap parking and wanted the issue addressed at the next meeting.

Mr. Oliver made a motion to adjourn the meeting. Mrs. Holmes-Fish second, the vote to adjourn was unanimous.

Mrs. Dawson adjourned the meeting at 8:41 pm, 13 July, 2009

Submitted : 20 July, 2009, by James Oliver

Approved: _____ Chairman _____, 2009