 **P.O. Box 1075, Mammoth, AZ 85618**

 **Rod Prast, Fire Chief**

 **Cell: 480.313.2928**

**GOVERNING BOARD MEETING MINUTES**

February 22, 2016

 *Pursuant to A.R.S. §38.431.02, notice is hereby given to the general public that the Pinal Rural Fire Rescue & Medical District held a meeting Monday, February 22, 2016. The meeting was held at the Pinal Rural Fire Rescue & Medical District’s Fire Station 625, 15062 S. Hwy 77, Mammoth, Az. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. 38-431.03 (A) (3) for legal advice with the District’s attorney on matters as set forth in the agenda item. Board Members or other participants (attorneys) may attend by telephonic conference. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All Agenda items are set for possible action.*

This meeting was open to the general public and began at 1:18 p.m.

**GENERAL SESSION MINUTES**

1. Call to Order

Board Chairman Steve Turcotte called the meeting to order at 1:15 p.m.

1. Roll Call of Board Members: Roll Call showed Board Chairman Steve Turcotte, and Board member Tom Carlson present; Georgina Jacquez not present. She joined Board at 1:22 p.m. A quorum remained. Staff present was Fire Chief Rod Prast, David Plummer, and Diane Chacon.
2. Pledge of Allegiance: The Pledge of Allegiance was led by Chairman Turcotte
3. Old Business
	1. Approval of Minutes: Chairman Turcotte opens discussion/review of regular Board Meeting minutes of December 29, 2015. Motion to approve minutes seconded by Clerk/Director Carlson. Motion passes 2 votes.
4. New Business

**Consent Agenda:**

*1. BOD (#2016-02-01).* Chairman Turcotte explained that as we have limited staff the Chief had been doing a tremendous amount of work, not only on District organization and operations; but a lot of work doing the District Secretary duties. Those duties includes correspondence, minutes, billing, AR/AP, district training records, and banking and financials. And we want to formally recognize his contributions for all the hard work he does—and we appreciate it. **Motion**: Motion by Chairman Turcotte to combine/recognize Chief doing his/Secretarial duties. **Action**: Second by Member Carlson; Board unanimously approves motion.

\*\*Note to the Public, that other items on new business can/will be designated as Resolutions as needed, as per ARS statutes.

*2.* ***Resolution 6****/BOD #2016-02-02*. Chairman Turcotte explains that the Governor’s Office of Highway Grant approved in July 2015 was shortened $9166 for extrication equipment; and the Board needs to have a resolution approve the additional amount to the total grant. I recommend we approve the addition amount to the grant total ($43200 approx.). No further board discussion. **Motion**: Motion by Chairman Turcotte to adopt the resolution 1 to approve the additional grant amount. **Action**: Second by Member Carlson; Board unanimously approves motion.

*3.****Resolution 7****/BOD#2016-02-03.* Chairman Turcotte explains that the District needs to adopt By-Laws as required in Statute, and as a matter of AFDA guidance, rules, and regulations. No further Board discussion. **Motion**: Motion by Chairman Turcotte to adopt the District By-Laws as written. **Action**: Second by Member Carlson; Board unanimously approves motion.

\*\*Board Director Georgina Jacquez arrives at 1:22 p.m. All members present on Board.

*4.* ***Resolution 8****/BOD #2016-02-04.* Chairman Turcotte explains that the District needs to envision goals and policies that adopt By-Laws as required in Statute. Chairman Turcotte read some of the Policy & Goals. No further Board discussion. **Motion**: Motion by Chairman Turcotte regarding any changes to the Policy and Strategic Goal statements as written. **Action**: Second by Member Carlson; Board unanimously approves motion.

*5.* ***Resolution 9****/BOD #2016-02-05.* Chairman Turcotte explains that the District has this (IOP) Initial Operational Plan that will balance the financial piece. We’re in the process of evaluating our apparatus, and as a governmental organization, we’re held to some critical standards. We’re working on our national certifications; as well as bringing our apparatus up to NFPA standards. We expect to bring up our manning up to standards for responses in the next quarter. As well as bring up our medic vans up to governmental standards, as well as our vehicle maintenance. No further Board discussion. **Motion**: Motion by Chairman Turcotte to adopt the IOP process as discussed. **Action**: Second by Member Carlson; Board unanimously approves motion.

*6.* ***Resolution 10****/BOD #2016-02-06.* Chairman Turcotte explains that fire districts have a process in place to allow Chief leeway in emergency operational spending for emergency repairs. I propose that we give him a $1000 limit. There are approx. 90 items as laid out in from the AFDA that we have to accomplish in order to operate, and this is one of them. No further Board discussion. **Motion**: Motion by Chairman Turcotte to give the Chief a $1000 spending limit, at the time of initial operating capability of district funds available. **Action**: Second by Member Jacquez; Board unanimously approves motion.

*7.* ***Resolution 11****/BOD #2016-02-07.* Chairman Turcotte explains that the Fire District training needs for medical programs alone, are pretty extensive; as well as necessary fire training requirements have regular demands. Our men/women will be largely-coming from the community colleges, and for professional certifications and to show support for those needs—we need to have a reimbursement program for medical certification and training people to the FF I/II program. No further Board discussion. **Motion**: Motion by Chairman Turcotte to authorize the Chief to pay training expenses for fire and EMS. **Action**: Second by Member Carlson; Board unanimously approves motion.

*8.* ***Resolution 12****/BOD #2016-02-08.* Chairman Turcotte explains that the Fire District is truly a combination department; we have volunteers, and part-time paid, once district funds start to come in. We want to have a stipend program in place, which is subject to FICA taxes. We need a program to help pay for personnel expenses, i.e. gas money to reimbursement them for their time/effort, and commitment. No further Board discussion. **Motion**: Motion by Chairman Turcotte to authorize the Chief to create a stipend program for reimbursement to the volunteers and part-time paid employees for eligible expenses. This will help ensure we have qualified EMS/Medical and fire personnel the ability to come out to the District. At a later date, the Chief will propose to the Board the program and amounts. Director Carlson asked the Chief to keep the Board apprised of updates. **Action**: Second by Member Carlson; Board unanimously approves motion.

*9.* ***Resolution 13****/BOD #2016-02-09.* Chairman Turcotte explains that the Fire District is a partner with the Pinal County Fire Chiefs’ Association; and has mutual aid agreements in place with other fire departments. (He names other FDs). We will be looking at some Auto aid agreements with other fire departments. I’d like to give the Chief authorization to go out and solicit FD auto/agreements with nearby fire departments and other organizations. This includes provisions for wildland, structural, and medical. No further Board discussion. **Motion**: Motion by Chairman Turcotte to authorize the Chief to create/update mutual aid and auto aid agreements State Forestry, area fire and EMS organizations, and other organizations. **Action**: Second by Member Carlson; Board unanimously approves motion.

*10.* ***Resolution 14/****BOD #2016-02-10.* Chairman Turcotte explains that the Az Fire District Association requires that the District has an attorney on contract, and this directive fulfills that. Hiring Donna Aversa, of Leonard & Felker, PLC who is one of 2 experts as confirmed by the State as specialized attorney who are capable of handling various Fire District issues. She has done some pro bono work, and has agreed to represent us; and we’d like to hire her as our attorney. No further Board discussion. **Motion**: Motion by Chairman Turcotte to approve Resolution 2-authorize hiring Donna Aversa from Tucson, as the District attorney as per her proposal letter at $195/hr. **Action**: Second by Member Jacquez; Board unanimously approves motion.

*11.* ***Resolution 15****/BOD #2016-02-11.* Chairman Turcotte discusses that although we’ve been very successful with $1000+ in grants the past few months, and we’re looking at the next 2 larger equipment purchases---equipment/apparatus and station; will help balance our effort. Mr. Chairman makes note to the public about an item from 2015 wildland grant, the port-a-tank that is sitting next to him. It will help reduce our ISO rating and allow for additional water source for engines to draft from. (2100g tank). This action will allow the Chief to go out and procure other grant entities, whether FEMA, private, state, etc. No further Board discussion. **Motion**: Motion by Chairman Turcotte to authorize the Chief to make efforts for grant procurement from various sources, including USDA grants and loans for equipment, apparatus, and building infrastructure. **Action**: Second by Member Jacquez; Board unanimously approves motion.

*12. BOD (#2016-02-12).* Chairman Turcotte discusses with and updates the Board that the process has been very challenging in getting the Town of Mammoth to perform repairs on the sewer at the station that isn’t hooked up; plus the old septic system that has failed. The last information I have from several conversations with the town engineer and mayor is that a 15’ trench needs to be cut from the existing line to Sta 625, and that special equipment will need to be rented. It has been pushed back a couple of quarters, due to no funding. We may need to come up another option. Director Carlson suggested that it may be better to put in a tank. ($5K approx). Mr. Chairman will continue to pursue this, as we know this is important. This for information only.

*13.* ***Resolution 16****/BOD #2016-02-13.* Chairman Turcotte advised the Board that we have been able to secure on Workman’s Compensation policy, as required for all of our Insurance Carriers; and for a reasonable price. Mr. Chairman requests the Board to approve the policy that will go into effect 2/18/16. No further Board discussion. **Motion**: Motion by Chairman Turcotte to approve the Workman’s Compensation policy. **Action**: Second by Member Carlson; Board unanimously approves motion.

1. Call to the Public: Both Board and Fire Chief fielded numerous questions from the public; some coming from District residents.

*Consideration and discussion of comments and complaints from the public. Those wishing to address the Pinal Rural Fire Rescue/Medical Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the call to the public. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.*

1. Future Agenda Items: No future items in discussion
2. Adjournment: There being no further business, the meeting adjourned at 1422 hrs.

These Board minutes report respectfully submitted by Tom Carlson, PRFRMD Board Clerk:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_