

CHINO VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS' MEETING  
REGULAR SESSION

June 21, 2016

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Chairperson Ducote called the Chino Valley Fire District Board of Directors' meeting to order on Tuesday, June 21, 2016 at 6:00 p.m. at the Chino Valley Fire District, Administrative Classroom, 1133 W Road 3 North, Chino Valley, Arizona.

Members Present: Board Chairperson Cyndy Ducote, Board Members Julie Pettit, Travis Bard

Members Absent: Board Clerk Dave Dobbs, Board Member McConnell

Staff: Fire Chief Scott Freitag, Administrative Assistant III Laura Mowrer

Others in Attendance: Attorney Nick Cornelius

2. PLEDGE OF ALLEGIANCE

Chairperson Ducote led the recitation of the Pledge of Allegiance.

3. PRESENTATIONS

A. The Compass

Chief Freitag explained that the Compass is a policy that has been approved by the Agencies. This includes the Mission, Vision, and Values and outlines the philosophy and expectations of members. All Board Members and current and future members will receive personalized copies. New candidates were encouraged to read the Compass prior to the testing and interview process. The Compass can be found on our website [www.cazfire.org](http://www.cazfire.org).

4. PUBLIC HEARING FISCAL YEAR 2016-2017 BUDGET

Chairperson Ducote opened the Public Hearing for the Fiscal Year 2016-2017 Budget at 6:04 p.m.

No public comments.

Chairperson Ducote closed the Public Hearing for the Fiscal Year 2016-2017 Budget at 6:04 p.m.

5. PUBLIC HEARING 2012 INTERNATIONAL FIRE CODE AMENDMENTS

Chairperson Ducote opened the Public Hearing for the 2012 International Fire Code Amendments at 6:04 p.m.

No public comments.

Chairperson Ducote closed the Public Hearing for the 2012 International Fire Code Amendments at 6:04 p.m.

6. CALL TO THE PUBLIC

Chairperson Ducote opened the meeting for public comments.

There were no comments.

7. CONSENT AGENDA

All matters listed under Consent Agenda are considered to be routine by the Chino Valley Fire District Board and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately for discussion and possible action.

- A. Approve Regular Session Minutes of May 17, 2016
- B. Approve Executive Session Minutes of May 17, 2016
- C. Approve General Fund Financial Statements
- D. Approve Bond Debt Service Financial Statements

Board Member Bard made a motion to approve consent agenda items A through D. Clerk Pettit seconded the motion. MOTION CARRIED

AYES: Bard, Ducote, Pettit

NAYS: None

8. CORRESPONDENCE

A. Letters from the Public

Chief Freitag mentioned a thank you note for the Engine 62 crew in they went well above and beyond in assisting a patient and maintaining their dignity.

B. Monthly Division Reports from the Fire Chief and staff in regard to current activities of the Fire District and the status and progress relating thereto

Chief Freitag mentioned that he is adjusting the Administration Office hours to Monday through Thursday 7:00 a.m. – 5:00 p.m.

Chief Freitag stated that he provided a wildfire presentation last week AZ Federation of Republic Women annual meeting as Governor Ducey was unable to attend. Governor Ducey was unable to attend due to the Cedar Fire.

Clerk Pettit expressed her appreciation and mentioned that Chief Freitag was able to represent the region as a whole and gave our agencies some great exposure.

Chief Freitag explained that we were not able to join the worker's compensation risk pool this year; however, we have changed carriers. The new carrier, 7710 Insurance, is able to add additional classifications and provided a reduced quote. The goal is to move to the risk pool; this will require a capital expenditure. The savings from moving to the new carrier will assist with this move.

## 9. OLD BUSINESS

### A. Discussion Regarding Chino Valley Fire District Bonds

Chief Freitag updated the Board and stated that the bonds closed on June 8. With Board approval, a Type 1 engine will be replaced. He noted that all Chino Valley Fire District bond dollars must be spent within the Chino Valley Fire District boundaries.

## 10. NEW BUSINESS

### A. Approve Resolution 2016- and Fiscal Year 2016-2017 Final Budget

Clerk Pettit made a motion to adopt Resolution 16-05 a formal resolution of the elected Board of the Chino Valley Fire District to adopt the Fiscal Year 2017 budget of \$3,899,599 to encumber sufficient funds to cover outstanding warrants from the previous fiscal year, and to encumber any carryover amount exceeding \$0 to be transferred to the Central Arizona Fire and Medical Authority's Capital Reserve Fund for future capital expenditures. Board Member Bard seconded the motion. MOTION CARRIED

AYES: Bard, Ducote, Pettit

NAYS: None

### B. Approve Fiscal Certification Fiscal Year 2016-2017 Budget

Attorney Cornelius explained that this is a state requirement to provide certification that the Fire District is not exceeding its budget.

Chief Freitag explained that Chino Valley went over budget due to emergency response and these funds were reimbursed. However, this will have to be explained to the auditor.

Board Member Bard made a motion to approve of the certification pursuant to A.R.S. §48-805.02.D. Clerk Pettit seconded motion. MOTION CARRIED

AYES: Bard, Ducote, Pettit  
NAYS: None

C. Approve Fiscal Year 2016-2017 Bond Repayment Tax Rate

Chief Freitag explained that Yavapai County recommends that we budget 5% above requirement to cover unpaid property taxes. There is now an excess in this account which allows us to drop the bond rate for next year. The \$.03 decrease is attributed to the restructuring and issuing additional bonds. He also mentioned that the bond rate is included with the base tax rate on their property tax bills.

Clerk Pettit made a motion to approve the Fiscal Year 2016-2017 bond tax rate of \$0.3813. Board Member Bard seconded the motion. MOTION CARRIED

AYES: Bard, Ducote, Pettit  
NAYS: None

D. Discussion and Possible Approval of Capital Reserve Fund Transfer to CAFMA in the Amount of \$2,576,517.78 to be Completed Prior to June 30, 2016

Board Member Bard made a motion to approve Capital Reserve Fund Transfer to the Central Arizona Fire and Medical Authority in the Amount of \$ 2,576,517.78 to be completed on July 1, 2016. Clerk Pettit seconded the motion. MOTION CARRIED

AYES: Bard, Ducote, Pettit  
NAYS: None

E. Approve 2012 International Fire Code Amendments and Resolution 2016-02

Fire Marshal Chase explained that this amendment is to bring all the Fire Codes together. After speaking with building officials, it was agreed that the sprinkler requirements would be required at 5,000 square feet. Additionally, schools may have buildings with a fire alarm and appropriate exits that may not require sprinklers at 5,000 square feet. These changes have been reviewed by the State Fire Marshal.

Fire Marshal Chase confirmed that all businesses are grandfathered under the prior code unless there are structural changes or change in use classifications.

Clerk Pettit made a motion to approve 2012 International Fire Code Amendments as proposed and Resolution 2016-02. Board Member Bard seconded the motion.  
MOTION CARRIED

AYES: Bard, Ducote, Pettit  
NAYS: None

F. Approve Resolution 2016-03 and Single Owner Annexation 16 W. Big Chino Road, Paulden – Parcel #304-06-102A.

Chief Freitag explained that this is a Yavapai County annexation, and they are building a library.

Board Member Bard made a motion to approve Resolution 2016-03 single owner annexation 16 W. Big Chino Road, Paulden, Arizona, Parcel 304-06-102A. Clerk Pettit seconded the motion. MOTION CARRIED

AYES: Bard, Ducote, Pettit  
NAYS: None

G. Approve Resolution 2016-04 and Single Owner Annexation 320 E Verde Ranch Rd, Paulden – Parcel # 304-01-055B

Clerk Pettit made a motion to approve Resolution 2016-04 and single owner annexation 320 E. Verde Ranch Road, Paulden, Arizona, Parcel 304-01-055B. Board Member Bard seconded the motion. MOTION CARRIED

AYES: Bard, Ducote, Pettit  
NAYS: None

H. Approve J615 Investigation Policy; Approve Joint Policies Effective July 1, 2016: J407 Retirement and Deferred Compensation Benefits, J408 Insurance and Related Benefits

Chief Freitag stated that the Investigation Policy is a new joint policy and that most of the changes to the Retirement and Deferred Compensation benefit relate to Arizona State Retirement.


Clerk Pettit made a motion to approve the new policy J615 Investigation Policy effective immediately and new joint policies J407 Retirement and Deferred Compensation Benefits and J408 Insurance and Related Benefits effective July 1, 2016. Board Member Bard seconded the motion. MOTION CARRIED

AYES: Bard, Ducote, Pettit  
NAYS: None

11. ADJOURNMENT

Clerk Pettit made a motion to adjourn. Chairperson Ducote seconded the motion. MOTION CARRIED

Chairperson Ducote adjourned the meeting at 6:41 p.m.

7-19-16  
Date  
  
Dave Dobbs, Board Clerk