

# YARNELL FIRE DISTRICT

## FIRE BOARD MINUTES, REGULAR SESSION

October 20, 2014

### 1. CALL TO ORDER:

Chair Arlon Rice called the meeting to order at 10 AM

### 2. Pledge of Allegiance and Roll Call of Board Members:

Present were Chair Arlon Rice, Treasurer Richard Mayer, Secretary Carole Ryan, Members at Large: Frances Lechner. Kevin O'Donnell was absent. Attendance of the Public noted on attached document.

### 3. Approval of Draft Minutes:

Motion made by Richard ; seconded by Frances. Motion carried by all to approve draft minutes of September 15, 2014.

### 4. Reports and Correspondence:

**A. Chairman's Report:** Arlon apologized for his remarks toward a member of the public, LeRoy Anderson, at the last regular meeting.

**B. Secretary's Report:** Carole reported that a written letter of resignation was presented by YFD board member at large Kevin O'Donnell.

**C. Treasurer's Report :** (see attached)

Richard presented : Profit and Loss Budget vs Actual and Reconciliation Summaries through September 30, 2014

General Fund : \$30,029.81

Donations and Grants : \$ 61,778.99

Capital Reserve Fund : \$ 35,953.06

Pension and Relief Fund : \$ 81,341.35

Payroll Fund: \$12,089.36

Carole made a motion to approve the Treasurer's Report as provided. Frances seconded. Motion carried by all.

**D. Chief's Report:** (see attached) .

### 5. OLD BUSINESS :

**A.** Motion for adoption of the annual report-cash basis of the YFD as of

June 30, completed by Karla Morrison CPA, was made by Richard. Seconded by Frances. Motion carried by all.

- B.** YFD Policy #0001: Purchase Orders. Richard made a motion to approve this as amended . Seconded by Carole. Motion carried by all. (See Attached)
- C.** YFD Policy #0008 : Fire Chief Agreement. No changes needed.
- D.** A fee rate for mutual aid services is not needed. Ben will discuss this in his Chief's Report at the November regular meeting.
- E.** Frances reported that the process used in Mayer for their Chief's Evaluation appears more 'user friendly' than ours. She also suggested use of the online 'Survey Monkey', with optional comments. She would like to include information from the captains and the community for this process.

We discussed that this policy does not need to be completed until March but we need the Chief's Goals and Objectives for his next year by January.

Input from the Board regarding changes for the Chief's Evaluation form are needed by next week. We will send to the Chief the ones we like from the Mayer form and from our old form. This will appear on the next agenda.

## **6. NEW BUSINESS :**

- A.** Regarding changes for Policy #0024: Personnel Policy. Frances suggested changes to clarify this policy. This will be on the next regular meeting agenda for possible approval.  
Also, Frances suggested that employees be evaluated by the Chief annually per their date of hire, so not all at once.
- B.** Frances made a motion to approve a fee, with a cap of \$2,000, for hire of an ER doctor for our EMT Training School. Richard seconded. Motion carried by all.
- C.** Vote to go into Executive Session for a Personnel Matter.
  - a.** Richard made a motion to go into Executive Session regarding a personnel matter at 11:12 AM. Frances seconded. Motion carried by all.
  - b.** Return to regular session at 11:30 AM

**7. CALL TO THE PUBIC:** No members of the public were in attendance.

**8. ADJOURNMENT:** 11:31AM

The next regular meeting will be November 17, 2014, in the Admin. Building.

Respectfully Submitted,

Carole Ryan, Secretary of the Yarnell Fire Board.