

Mormon Lake Fire District Board Meeting

June 09, 2020 @ 1:00 PM at the Mormon Lake Fire Station

Posted at the Post Office, Fire Station, and Website
At Least 24 Hours prior to the Fire Board Meeting

Agenda

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Fire Board and the general public that the Board will hold a meeting open to the public **Tuesday, June 09, 2020, AT 1:00PM** at the Fire Station, 1067 Mormon Lake Road, Mormon Lake, Arizona.

With regard to any item listed in this Agenda below, the Board may, by motion, recess into executive session for discussion or consultation for legal advice with the attorney or attorneys of the public body in accordance with A.R.S. §38-431.03(A) (3).

The Board may change the order of the agenda at the time of convening the meeting or at any time during the meeting. The Presiding Officer may call on members of the public to speak on any item posted on the agenda. One or more members of the Board may attend either in person or by telephone, video or internet conferencing.

The Board may discuss, consider, approve, or take action on the following matters:

1. Call to order

a. *Meeting called to Order at 1pm by Chairperson Diane Lewis*

2. Roll Call – Chairperson Lewis, Clerk Wiese, Member Lockett, Member Haupricht. Member Nahass

a. *Completed by Chairperson Diane Lewis, All Members Present*

b. *Fire Chief Shawn Western was also present*

c. *Members of the Public Present are : Bill Whelan, Linda Jackson and Steve Linck*

3. Call to the Public - *In accordance with A.R.S. 38-431.0 1(H), A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*

a. *No Public Comments were made at this time*

4. Approval of Minutes

A. May 12, 2020 Meeting Minutes

a. *No questions or comments; Mary Lockett made a motion to accept meeting minutes; Second by Jeff Haupricht; All Members voted AYE, motion PASSED*

B. May 19, 2020 Special Meeting Minutes

a. *No questions or comments; Mary Wiese made a motion to accept meeting minutes; Second by Patrick Nahass; All Members voted AYE, motion PASSED*

5. Finance

A. May Financial Report

a. *No questions or comments; Mary Lockett made a motion to accept financial report; Second by Jeff Haupricht; All Members voted AYE, motion PASSED*

6. Reports & Correspondence

A. Department Report

a. *Chief Western provided department report; stating he completed a training to*

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perform background checks; Updated the Website with a calendar addition and link to FB page.

- b. *Grant Paperwork completed for the approval of a Chainsaw and Pruner*
- c. *Thanked the community for the assistance over the past month*
- d. *Donation from Jeff Widman of Trash Hooks, and an Attic Ladder*
- e. *Worksmen Compensation policy discussed and the need for Board Members to sign declination.*
- f. *Bathroom remodel update provide; Mary Wiese asked about the need for a handicap accessible shower*
- g. *Legislative information-nothing to report except possible special session that might affect Fire Districts*
- h. *Discussed physical address issues in the area and spoke with County GIS personnel*
- i. *Question for Chairperson Diane Lewis regarding the names on the declination form; Chief Western clarified*
- j. *Update to the Visa card program provided*
- k. *Increased call volume*
- l. *EMT training for IV starts completed and provided an update regarding the need for certification*
- m. *Discussed letters for donations*
- n. *EMS Medications billing and the invoice for the use of meds; \$500 per year for the box, but meds are covered by a foundation grant, so no charge; some clarification discussion by Jeff Haupricht*

B. Correspondence

- a. *No questions or comments regarding correspondence; Patrick Nahass made a motion to accept both the department report and the correspondence; Second by Mary Wiese; All Members voted AYE; motion PASSED*

7. Topics of Discussion and Possible Action

- i. *Item for Executive session with County Attorney moved to end of meeting to accommodate members of the public*

A. Public Hearing on FY 2021 Budget

- a. *Budget was posted 21 days prior to today; Jeff Haupricht asked about Capital item for Parking Lot \$13,000; NO billing yet and awaiting the money for the parking lot.*
- b. *Opened to the public for comment- None provided*
- c. *Mary Lockett made a motion to Ratify the Budget as written; Second by Diane Lewis; All Member voted AYE; motion PASSED*
- d. *Certification of Budget Adoption was passed around and signed by all members except Mary Lockett who came by the following days and signed*

B. FY 20-21 Budget Discussions and Ratification of Budget

- a. *See above comments regarding this item*

C. Travelers Employee Notice of Rejection Forms

- a. *Discussed the need for signature from board members by Chief Western; All Members signed a rejection form, except Mary Lockett who signed one in the days to follow.*

D. Chief Western as a Warrant Signer

- a. *Discussion for the need to have the Chief as a signer from Diane Lewis, states it is needed for the winter time. Discussion from the past with lack of knowledge of all board members of what checks were signed; but this is taken care of by the*

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financial report; Diane Lewis made a motion to have Chief Western listed as a Check signer for the department; Second by Jeff Haupricht; All members voted AYE; motion PASSED

E. Non-Criminal Justice Compliance

- a. *Discussion regarding the need for more than one person to look at background checks; Jeff Haupricht volunteered and Chief Western requested the Chairperson also be listed. Both individuals will attend the online training. Mary Lockett asked to relinquish the ability as she will be retiring from the board in November; Diane Lewis stated she was willing to do so.*

F. Job Description for Fire Chief

- a. *Clerk Mary Wiese put together a Description for the Fire Chief as and outline to begin. Mary Lockett asked about certification paid for by the department that it be reimbursed by the employee. It was determined that this request would not pertain to the Fire Chief as it is expected that he already have those certifications; Continuing education does not fall under what Mary Lockett is discussing initial training not Continuing education.*
- b. *Jeff Haupricht made a motion to accept the job description for fire chief as written; Second by Diane Lewis; All members voted AYE; motion PASSED*

G. Consideration to adjourn to Executive Session pursuant to A.R.S. §38-431.03 A.1.

Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting. Discussion of Employment Contract for Fire Chief.

- a. *Chief Western opted to stay in Public Session to discuss his employment contract. Clerk Wiese typed up a contract and Chief Western provided input Red; Discussion as Chief Western explained the items we wrote and better defined a few areas. First year of Review of six months to address administrative help or other ways; Followed by an Annual Review with the Chief.*
- b. *Confirmed Medical Insurance amount per month*
- c. *Added Termination option to have Chief Western help as and advisor for two weeks. Clarification of the payout is after the two weeks; Mary Lockett question the idea of the lock down and that it was simply an option; not a requirement.*
- d. *Vacation and Sick time will remain as it is; because this is designed as your employment date not the date you were hired as the Chief.*
- e. *Bill Whelan discussed the item 5.1 regarding the need to work 40 hours vs exempt employee. Remove the 40 hours and replace with according to a work schedule approved by the board. Mary Lockett explained that the contract with the prior chief had not been reviewed by an attorney. Discussion of the addition of Residency requirement placed by Chief Western*
- f. *Jeff Haupricht discussed budget item for a pension payment that was budgeted; he proposed a pension payment be provided to Chief Western; Bill Whelan made a suggestion that this be moved to next meeting and Chief Western stated there was some supporting documentation.*
- g. *Diane Lewis discussed 2.0 and 2.3 regarding probation period; probation period is for the new position. Chief Western clarified that he would be allowed to use*

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his vacation and sick leave.

- h. *Motion made by Diane Lewis to accept the Fire Chiefs Contract as written with the changes discussed; Second by Patrick Nahass; All members voted AYE, motion PASSED*
- H. Board Meeting Dates and Times for Summer
 - a. *Mary Wiese discussed the need to move meetings to Saturdays during the summers; It was brought up after the Coffee with the Chairman; Jeff discussed opposition due to the need for meeting with the attorney. Chief Western with the Coffee with the Chief could bring items to the board from the public. We can have 1 or 2 board members that they will be attending. Mary stated it would be good for the board members to attend Coffee with the Chief to show support for the chief and the community.*
- I. Compensation package for Chief Western
 - a. *Moved to Next Month's Agenda*
- J. Fourth of July Activities
 - a. *Diane Lewis discussed the idea of an Ice Cream Social for 4th of July to bring the community together.*
 - b. *Discussion of a donation letter; Decision made that we would not provide a pre-letter; but that we would provide a post letter; for the items or the cash dollar amount. Mary Lockett discussed the amount placed on and item donation, need to be on letterhead signed by Chief Western as the administrator, for tax purposes. We will not request, but we will supply a letter to the donor after the donation is made.*
 - c. *Swearing in and Badge Pinning Ceremony for Chief Western.*
 - d. *Linda discussed the amount of Ice Cream they have used in the past;*
 - e. *Parade over at noon; Ice Cream Social 1200; Badge Pinning at 1230*
 - f. *Chief Western explained his Incident Action Plan for the Parade Event*
 - g. *Diane Lewis made a motion for the 4th of July activities of Ice Cream Social and Badge Pinning; Second by Mary Wiese; All members voted AYE; motion PASSED*
- K. Coffee with the Chairperson Community Meeting
 - a. *Removed from Agenda, due to the Coffee with the Chief Meetings*
- L. Fire Chiefs Calendar
 - a. *Online; Mary Lockett requested it be placed on the Agenda with a Hard Copy provided each month*
 - b. *Motion made by Patrick Nahass to approve the Fire Chiefs Calendar; Second by Jeff Haupricht; All members voted AYE, motion PASSED*
- M. Review Fire Board Task Calendar; identify potential items for next month's agenda.
 - a. *Compensation package for Chief Western*
 - b. *Election discussion will be placed on the August Agenda*
- N. Consideration to adjourn to Executive Session pursuant to A.R.S. §38-431.03 A.3.
Discussion or consultation for legal advice with the attorney or attorneys of the public body to discuss New Pending Open Meeting Complaint
 - a. *Motion made by Jeff Haupricht to go into executive session and call the county attorney; Second by Patrick Nahass; All member voted AYE, motion PASSED*
 - b. *Moved to Executive Session at 2:30PM*
 - c. *Executive Session called to order at 2:46PM*
 - i. *Roll Call- All Board Members were Present; Chief Western was Present and Attorney Mark Burns*
 - d. *Motion made by Mary Wiese to Adjourn Executive Session and return to Public*

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Session; Second by Diane Lewis; All members vote AYE; motion PASSED

- e. Open Public Meeting at 2:56 PM*
- f. Roll Call- All Board Members Present*
- g. Diane Lewis made a motion to authorize legal counsel Mark Burns to proceed as directed during executive session; Second by Mary Wiese; All members voted AYE; motion PASSED*

8. Fire Board Comments - *Board member's comments are meant to inform and clarify, and no legal action will be taken. Only Board members may speak.*

9. Adjournment- *Motion made by Mary Lockett to Adjourn; Second by Mary Wiese; All members voted AYE; motion PASSED- Meeting Adjourned at 2:59 PM*

In compliance with the American with Disabilities Act, if you need special assistance to participate in a meeting, please contact Chief Western at (928) 354-2231. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.