

MINUTES, ARIVACA FIRE DISTRICT

August 1, 2011

The Arivaca Fire District governing Board met Monday, August 1, 2011 for a special meeting at the Arivaca Fire Station, 16091 West Universal Ranch Road, Arivaca, Arizona.

1. **CALL TO ORDER**

Mark Dresang called the meeting to order at 10:05 PM

2. **ROLL CALL OF BOARD MEMBERS**

Present: Mark Dresang
Kathleen Wishnick
Jim Meade
Omar Rood

Absent: Terry Tompkins

3. **PLEDGE OF ALLEGIANCE**

All present joined in the Pledge of Allegiance.

4. **BUSINESS**

A. Discussion and Possible Action: RE: Pay for Acting Fire Chief

Mark stated the Board had talked about paying Acting Fire Chief Claire Wood \$250 a week. Omar corrected him stating it was \$500.00 a week. Kathleen stated since she was only acting Chief then she should also get the \$20.00 per call.

Jim made a motion to pay the Acting Fire Chief \$500 a week plus \$20.00 per call. Kathleen seconded it. Jim asked when the pay starts. Mark commented that 2 weeks to start paying her would be a nice gesture.

Mark called for a vote. The motion carried 4 to 0.

B. Public Discussion on how to proceed with hiring a fire chief

Mark stated there was someone in the community with a lot of background and qualifications. She has structure/wild land fire experience, management; she is a resident of the valley and an EMT. He also stated Karl Hoffman had great qualifications.

Kathleen commented that she thought these people would be one or two who apply. Last time the position was not opened up. This time we need best person we can possibly get. We need to see who are out there and there needs to be a search.

Mark, Omar, and Jim all commented that the person had to be willing to move here or already live here.

Members of the public that spoke included Rich Millnovitch, Susan Ramsey, Fire Chief De Wolf from Sonoita, Beth Lusby

Rich Milnovitch and Susan Ramsey both commented that they thought we had to advertise the position. Fire Chief De Wolf commented that if you promote someone from inside the district then you do not have to advertise however if you do not hire from within the existing personnel then you do have to advertise.

Kathleen commented that the District wanted the best person possible however there will be a limited pool with a salary of only \$30,000 a year.

Beth Lusby commented that there might be a retired person who already has income, maybe a retired Fire chief or retired assistant fire chief/captain.

Mark stated what if the business plan committee talks about down sizing; maybe not making money from Wild land fires and maybe look at the Chiefs position with Chief being also a fire fighter and an EMT.

Rich Milnovitch commented about how the community wants the District to downsize. Jim commented that he understood that with the valley being an older generation. Jim stated we have about 25 EMS calls a month. The main emphasis will have to be running operations like a business. Jim also commented that most Fire Chiefs spend 95% of their time on paperwork however our valley may have more of a need for an EMS Fire Chief than a Wild land Fire Chief.

Rich commented that if we could not transport then we do not get any monies for calls.

Mark commented that Wild Land Fires are very important. Susan Ramsey agreed with Mark.

Omar commented that maybe we were not in a position at this time to hire a Fire Chief, maybe we should get farther down the line with the ALS and Business Plan committees.

Mark commented that he wanted to make sure the element of community is there; he wants the community element to really be involved with this process.

Kathleen commented that at the last board meeting it was decided to wait until the reports from the committees were in. Maybe set a target date for application after those reports were received by the Board.

Beth commented that there was nothing wrong with developing criteria as to what the District wants in a chief. Also maybe work on policy and procedure manual.

Mark commented that he could not see how this community would want qualities any different than any other district would want.

Omar stated something on paper was needed. Kathleen commented that maybe the Arivaca community should be described so the person who is applying for the job knows what they are getting into. Suggest the applicants come for a visit to see what it is all about.

Mark commented that Omar did a good job on the handouts from the July 21, 2011 meeting.

Kathleen produced a sampling scale, a way to rank people the board interviews. She stated it was a 3 or 4 step process. The Application, screening, interview, and a possible 2nd interview.

Omar commented he was leaving town on August 10th and would like to table this until he got back, that would be the September regular meeting.

Mark commented that the process should start after the committees produced their reports.

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Jim commented that there was a lot of discussion about what you should do. If you wait for the committees then that is one thing, however you will eventually come down to what you are looking for. There are people around and once you figure out what you are looking for you will find them. The Business plan is the main report to wait on, as that will describe what the board goals are. This position has nothing to do with certifications. We need someone that has time to go to meetings, someone that has contacts because whom you know is important. Kathleen commented that you need to know what questions to ask the applicants and now is the opportunity to get goals for the district in place.

Jim stated if you are going to wait and see what committees are looking at then it will be easier to look at what qualifications you want in someone.

Fire Chief De Wolf commented that the board should not rush into anything. The board needs the feedback from the committees. The board needs to figure out what their jobs are. The only difference between a district and a volunteer department is that the district gets monies from taxes; the volunteer departments have to beg for monies. He also commented that the first thing he did as a chief was to open the bay doors, invite in the community. He also goes out and talks to the community. The District needs someone that will be the face of the district to the community. He stated he works for 3 groups: 1) Taxpayers; 2) District Board; 3) Operations. He also stated that a \$30,000 salary is not far off for a baby district

Mark has tabled this item.

- C. Public Discussion on having a full audit of the Fire District Books versus the required annual review of the books.

Kathleen commented that we deal with monies from the county, payroll and money from the auxiliary. The audit helps all of us feel comfortable.

Omar commented that based on the handout from Beth Lusby from the company that is on our retainer the cost for an audit will be about \$8,000 because of out of pocket expenses.

Kathleen asked this be tabled until the next regular meeting.

Members of the public that spoke included Barbara Stockwell, Beth Lusby, Rich Milinovitch, Susan Ramsey and Luke Hallows.

Barbara Stockwell commented that the board should get 2 or 3 bids from different companies that do government audits.

Beth Lusby commented that the bid she got was from the accounting firm hired by the board.

Rich Milinovitch commented that the audit should be done. Susan Ramsey agreed with Rich.

Luke Hallows commented that the Arivaca Boys Ranch wants the best that they can get and EMS is very important.

Mark tabled this item until the next regular meeting in September.

5. CALL TO THE PUBLIC

Consideration and discussion of comments and complaints from the public. Those wishing to address the Arivaca Fire District 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.

6. ADJOURNMENT

Kathleen made a motion to adjourn. Omar seconded. Mark adjourned the meeting at 11:35 AM

Approved August 18, 2011

Mark E. Dresang

Terry Tompkins