

**ANCHOR POINT FIRE & EMS AREA
PO BOX 350
72440 MILO FRITZ AVENUE
ANCHOR POINT, AK 99556-0350
BOARD MEETING MINUTES
SESSION 2012-11
WEDNESDAY EVENING, MARCH 14, 2012
6:00 PM**

CALL TO ORDER

Chairwoman Roberta J. Proctor called the meeting to order at 6:08 PM in the Carroll Mead Training room.

PLEDGE OF ALLEGIANCE

Reuben Sherwood led the audience in the pledge of allegiance to the flag.

ROLL CALL

P	Roberta J. Proctor	Seat A
o	Vacant	Seat B
P	Reuben Sherwood	Seat C
P	Erica Steven	Seat D
P	Patricia K. (Pat) Ligenza	Seat E
o	Vacant	Chief
P	Kayt Andrews	Deputy Chief, out of AP, but teleconferenced
P	Lora L. Craig	Secretary
o	Visitors: none	

"Madam, we have a quorum," the secretary stated.

APPROVAL OF THE AGENDA

Ms. Proctor requested adding to **NEW BUSINESS, D. KPB Resolution 2012-_____** approving a residency requirement for fire and emergency service area chiefs, deputy chiefs, assistant chiefs and battalion chiefs to be included in their job descriptions.

LIGENZA / STEVEN moved and seconded the motion to approve the agenda as amended. Motion passed.

APPROVAL OF THE MINUTES, Regular Board Meeting, February 15, 2012

STEVEN / SHERWOOD moved and seconded the motion to approve the minutes from the February 15, 2012 board meeting. Motion passed.

APPROVAL OF THE MINUTES, Special board meeting, March 1, 2012

SHERWOOD / STEVEN moved and seconded the motion to approve the minutes as corrected for the special board meeting, March 1, 2012. Motion passed.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

There were no public comments upon matters already on the agenda.

REPORTS

A. Deputy Chief's Report ~ Kayt Andrews

Mrs. Andrews is in Anchorage for a paramedic refresher class. She called the fire station and we enjoyed a teleconference with her.

She reported that we've had 8 fire calls and 19 EMS calls since the last service area meeting. Total fire calls for the year are 15 and a total for 2012, 45 EMS calls plus the two calls for today.

The Fire Fighter I course has been completed by six students and we're waiting for the test results. Brad Nelson from CES will be down in a few weeks to teach the HAZ MAT section of the course. Mrs. Andrews has conducted an ETT class for the FF I students. She is planning to instruct another ETT class later.

Mrs. Andrews worked on the budget last week. She has not ordered the Tough-Book laptop computer for the ambulance use. She is waiting for a new quote without the mounting hardware to keep the laptop stable with in the ambulance. She will try to get a PO started after discussion with Ben Hansen next Friday.

B. APVFD President's Report ~ Robert W. Craig

Mr. Craig was not present, but Ms. Proctor announced that the volunteers will be having officer elections in April.

BUILDING PROBLEMS / NEEDS ~ ANCHOR POINT

Mrs. Andrews reported that the men's toilet is still leaking.

BUILDING PROBLEMS / NEEDS ~ NIKOLAEVSK

Mrs. Andrews reported that everything should be running smoothly at the Nikolaevsk station.

PENDING BUSINESS & FOLLOW-UP FROM LAST MEETING

A. Budget FY 2012-13

Mrs. Andrews reported that increasing the volunteer stipends caused an issue at the KPB, because it should have been submitted last December 2011 for a raise.

Ms. Proctor reported that the KPB has dropped our insurance rates to \$39,000. Mrs. Cathey Wallace will contact Mrs. Andrews later with new personnel dollar amount for the new budget.

Ms. Proctor learned that USAD natural gas district charges will appear in next February in FY 2013. Ms. Proctor is looking for Anchor Point fire station site map for ENSTAR.

B. Chief position

Ms. Proctor reported that interviews for Chief are in progress. Kayt Andrews has been given permission by the Human Resource department to sit in on the interviews. Ms. Proctor is impressed with the interview process. The interview team still has the option to refuse these applicants and the KPB will re-post the job later, if necessary.

C. Status report on Phones and Internet changes

Mrs. Andrews reported that KPB IT technicians came down last week and hung cables and wires, making our station ready to move over to the KPB server. Our computers are to be taken to KPB to wipe our computers out and re-network. Maybe we'll take them up Wednesday, March 21, when they go to see the KPB mayor with our budget. Mr. Hansen is on vacation now. When we get on the KPB phone connection, we may be provided with new phones.

D. New fire engine status

Mrs. Andrews reported that the bid specs are in KPB Purchasing office Jenny Harvey's desk about ready to be sent out. CES Gordon Orth and Brad Nelson have looked at the specs and they have found a DEMO rig, in 2-wheel drive. We could not afford a 4 x 4 fire truck, and if it is desirable later, it may be converted at a future date.

E. Annual Training Meeting, Sat., March 24, 2012, AP Senior Citizens Center

Ms. Proctor complimented Mrs. Ligenza on the nice job on the invitations for the annual training meeting. Mr. Ole Olsgard, President of the Anchor Point Senior Citizens, Inc., (where we'll hold the training meeting) mentioned that they've hired servers and all the supplies have arrived.

Board member Reuben Sherwood has agreed to be the master of ceremonies (MC) for the annual training meeting.

Ms. Proctor mentioned the Norman Lowell note cards and the Anchor River Bridge cards, originally painted by Anchor Point artist Lou Schwartzwald. Originally, the Anchor Point Volunteer Fire Department sold these cards as a fundraiser several years ago. Ms. Proctor suggested giving a set of these cards to guests at our training meeting. We would, also, like to express our thanks and appreciation to the family members of our dedicated volunteers. Ms. Proctor also mentioned the Anchor Point Fire Dept. cookbook, which was put together several years ago. Would it be possible to have it reprinted? We'll check on that.

F. Vacancy on Service Area Board Seat B

Ms. Proctor mentioned that we still need a new service area board member. She will be out of this service area for most of July 2012. Although, sometimes, the board does not meet in July, it would still be nice to have a full board. KPB Johni Blankenship, Clerk, and KPB Assembly member Linda Murphy have requested a special meeting to address KPB Ordinance 2012-07, an ordinance amending KPB titles...16—Service Areas to provide that all KPB Service Area Boards are appointed instead of elected on March 28, 2012, at 7:00 PM. A discussion followed about the pros and cons of appointed over an election of board members.

The election process is expensive, especially, when often times no one even files for board seat. With this ordinance, the member could be appointed by the mayor with the KPB Assembly approval. Ms. Proctor would like the Service Area Board to be able to submit names to be considered by the mayor. Mr. Sherwood would like to see numbers: how much does it cost the borough, how many people run or how many are participating in an election, etc.

- G. KPB Resolution 2012-_____, approving a residency requirement for fire and emergency service area chiefs, deputy chiefs, assistant chiefs and battalion chiefs to be included in their job descriptions. Section 1. That the position descriptions set forth in Addendum A attached for the Chiefs, Deputy Chiefs, Assistant Chiefs, and Battalion Chiefs are approved as modified to include the following language.: Residency: Within six months from date of hire, the Chief/Deputy Chief/Assistant Chief/Battalion Chief must establish residency within at least a 20 minutes response time to the primary service area station and continue such residency during the period of appointment. The primary service area station is the station where the service area's administrative headquarters are located. Mako Haggerty and Brent Johnson are sponsoring this resolution. The board recommended "at least" be removed from Section 1, Paragraph 2, Sentence 1, of the proposed resolution.

SHERWOOD / STEVEN moved and seconded the motion to approve passage of KPB Resolution 2012-____ with the removal of the words "**at least**" from Section 1, Paragraph 2, Sentence 1. Motion passed.

NEW BUSINESS

A. Ambulance charges for runs

Mrs. Andrews requested that we table this until the next meeting. The board members agreed.

B. Mutual aid agreement between Ninilchik and Homer VFD

The KPB Assembly has postponed passage of this mutual aid agreement between APF & EMSA and Ninilchik and APF & EMSA and Homer VFD until April 3, 2012. Mrs. Andrews has reviewed it and it looks well outlined, is pretty standard, and appears to be what we're already doing. **STEVEN / SHERWOOD** moved and seconded the motion to accept the mutual aid agreement between APF & EMSA and the City of Homer for Homer Volunteer Fire Department. Motion passed.

STEVEN / SHERWOOD moved and seconded the motion to accept the mutual aid agreement between APF & EMSA and Ninilchik. Motion passed.
Ms. Proctor instructed the secretary to inquire of the KPB clerk about originals to sign.

NEW PURCHASE ORDERS

Mrs. Andrews did not have any new purchase orders at this time, however, she did ask to have **"NEW PURCHASE ORDERS"** included in the special meeting agenda on March 28, 2012.

INFORMATIONAL MATERIALS

- A. Expense sheet

EXECUTIVE SESSION

There was no need for an executive session,

STEVEN / SHERWOOD moved and seconded the motion to add the **Chief recommendation to the Board** to the special meeting agenda on March 28, 2012. Motion passed.

PUBLIC COMMENTS

There were no public comments.

BOARD COMMENTS

SHERWOOD / STEVEN moved and seconded the motion to accept these tentative meeting dates, set for each third Wednesday of the month at 6:00 PM at the Anchor Point Fire Station on Milo Fritz Road, Anchor Point, AK 99556. Motion passed.

The tentative meeting dates are:

April 18	July 18	October 17
May 16	August 15	November 21
June 20	September 19	December 19, 2012.

SPECIAL BOARD MEETING DATE: MARCH 28, 2012

Items to be included on the agenda for the special board meeting on March 28, 2012 are **KPB Ordinance 2012-07 – Service Area Board Members appointed instead of elected**
Chief Recommendation
New Purchase Orders

Mrs. Ligenza addressed the Chair and asked to be excused from the special meeting on March 28, 2012. Ms. Proctor granted her request.

NOTICE OF NEXT REGULAR BOARD MEETING

Wednesday, April 18, 2012, 6:00 PM

ADJOURNMENT

Chairwoman Proctor adjourned the meeting at 7:50 PM.

Roberta J. Proctor, Chairwoman of the Board

Date

Lora L. Craig, Secretary to the Board

Date approved

RJP/lhc