

MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE
HEALTH & DEVELOPMENT SERVICES BOARD
465 NORTH PLYMOUTH AVENUE
THURSDAY, JULY 21, 2016, 3:00 PM

CALL TO ORDER: 3:08 p.m.

INVOCATION: Board Member Suellen Pennington gave the invocation.

PLEDGE OF ALLEGIANCE: Chairperson Monica Timberlake led the Pledge.

ROLL CALL OF THE BOARD

Chairperson: Monica Timberlake, present
Board Member: Sue MacCracken, present
Board Member: Rita Wilson, absent
Board Member: Vacant

Vice Chairperson: Dave Collier, present
Board Member: Suellen Pennington, present
Board Member: Hank Ayers, present

All Business Items are open to public discussion when the Chairperson calls for it for each item after the Board has had an opportunity to discuss and possibly act on each item.

APPROVAL OF MINUTES

June 24, 2016

Board Member Suellen Pennington moved to approve the minutes of June 24, 2016, and Vice Chairperson Dave Collier seconded the motion. The vote was unanimous. Motion carried.

BUSINESS

1. Discussion and possible action on a work session to develop an emergency plan for Town of Quartzsite.

Chairperson Monica Timberlake explained why there is a need for work session and the need for an emergency plan for the Town.

Board Member Sue MacCracken expressed her wholehearted concurrence with the need for an emergency plan.

Chairperson Monica Timberlake spoke of the need for an active shooter plan for Town Hall.

Interim Town Manager Ferguson stated the Town does have an emergency plan, but it is old and must be updated. He said the Board could send a message to the Council that the Board believes the emergency plan needs to be updated. He said the Board could also let the Council know that the Board would like to participate in some of the hearings that might go on during the development of a new emergency plan.

Interim Town Manager Ferguson advised the Board there are generally two steps involved with developing these type of plans. One step is to contact some of the experts regarding the development

of emergency plans and get their help in the process. He said the second step would be to encourage the Council to seek out that kind of assistance. He said the experts would meet with the community and the Town's officials such as the Chief of Police and the Chief of Fire, as well as others. They would then help the Town to write a good emergency plan.

Mr. Ferguson said it is the Health and Development Services Board duty to have public hearings, providing the public with an opportunity to come in and comment about what they think should be added as it develops. The final product would be given to the Council for possible adoption.

Chairperson Monica Timberlake asked how old the current emergency plan is. Board Member Hank Ayers said it was adopted in 1989.

Board Member Sue MacCracken stated that the Senior Center has the generator and the agreement between the Senior Center and the Town has not been signed since the agreement was proposed three years ago. She explained that the agreement stipulated that the Town would pay for the fuel for the generator and perform maintenance on it.

Public Works Director, Emmett Brinkerhoff, explained that the Council declined to authorize the agreement because the Red Cross could not declare the Senior Center an emergency shelter because it did not have showers. Mr. Brinkerhoff said he had been speaking with Tom Batson of the Red Cross who informed Mr. Brinkerhoff that the Town has four approved emergency shelters: the Senior Center, QIA, Isaiah Project, and the Community Center. Each emergency will be different so the designated shelter for a particular emergency will be determined on a case-by-case basis, depending upon the type of relief needed.

Mr. Brinkerhoff said he thought it would be great for the Health and Development Services Board to take the agreement with the Senior Center to the Council.

Vice Chairperson Dave Collier recommended that the Board review the current emergency plan systematically, and then set up a public meeting so everyone would know what was happening. After that, the Board would work step by step, on what needs to be changed.

Interim Town Manager Ferguson said staff could assist the Board in assisting the Council by preparing a document listing all the elements within a good emergency plan. He said the Board could have a hearing to comment on the list and add what they think should be added to the list of the elements of a good emergency plan. Mr. Ferguson said this would help so that when the Board does meet with the Council there would be something to review, rather than generalities.

Vice Chairperson Collier moved to ask the Town to supply the Board with the emergency plan as it sits, and then the Board reviews it, and starts having public meetings for discussion on the emergency plan.

Board Member Hank Ayers spoke of the Town's responsibility in setting the meetings.

Chairperson Monica Timberlake said she did not know if the Board could make a motion on the matter, but that she knew they could direct staff.

Interim Town Manager Ferguson said staff would be more than happy to provide the Board with a copy of the plan. He said he would also like to provide an update of an outline of what an emergency

plan should look like. He noted the Board could look at both documents, and if the Board wanted to go from there, they could set up a hearing to obtain public input.

Interim Town Manager Ferguson said he could certainly have a copy of the plan to the Board sooner than their next meeting.

Copies of the emergency plan were made for the Board Members during the meeting and the Board Members received them during the meeting.

2. Discussion and possible action to support or participate in the Quartzsite 150th Celebration.

Shanana Rain BearCat spoke as the Marketing Director with the Chamber of Commerce and Tourism. She spoke of some ideas developed during meetings she had with others. The ideas included coordinating with all of the signature events and the use of a logo developed by Kym Scott (available for any organization to use).

Shanana Rain BearCat explained that the Chamber of Commerce and Tourism asked the Council for \$6,000 of funding which was approved and is to be controlled by the Council.

Ideas such as the Senior Center having a breakfast on Hi Jolly Day were discussed.

Chairperson Monica Timberlake asked what anyone could do to facilitate the process of using the \$6,000 to promote the Q150. She suggested the Chamber provide lists to Town Hall of things to order.

Interim Town Manager Ferguson said the way the Council set up the spending of the \$6,000 allocation for the Chamber's Q150 promotional effort was that staff, under the direction of the Town Manager, would approve the expenditures. He said an account had been set up and that Mindy would sign off on the purchases. He said he did not believe that every expenditure would go back to the Council. Mr. Ferguson said he would verify that. He suggested that someone take the lead in requesting expenditures from the \$6,000 allocation to allow for communication that is more effective.

Shanana Rain BearCat stated that a detailed list of requested purchases had already been submitted to the Council, but she would email the list to the Town offices. She said \$300 of the money was for Facebook paid advertising. Rain noted that Q150.com is a website that Dave Anderson is working to build and the Chamber purchased the domain name. Rain said 1,000 posters listing events was to be purchased for \$310.

Vice Chairperson Collier suggested putting up Q150 magnetic signs on the transit buses.

REPORTS FROM BOARD

Reports only.

Chairperson Monica Timberlake welcomed and thanked Interim Town Manager Jim Ferguson to the Town. She said she followed up with Anita Carlson regarding using the apartments for transit meetings because many of the transit riders reside in the apartments. The only challenge in holding the meetings at the apartments would be the need for the Town to purchase a liability insurance rider. Interim Town Manager Ferguson said he would check with the Town's insurance carrier.

REPORTS FROM STAFF

Monthly Transit updates and statistical reports.

Janet Collier, Transit Manager, read the monthly reports aloud. She provided an update on the tickets from WACOG and the Quarterly Report.

Emmett Brinkerhoff, Public Works Director, spoke about the lights on Kuehn. He explained the procedure to identify an issue and have it taken to APS. He said it was very expensive to put in new power lines.

CALL TO THE PUBLIC

Starr BearCat said she thought the Board needed to do a study on lighting in the Town on private and public lands. She said the light at Pilot is outrageous. She said it creates shadows to the water tanks.

ADJOURNMENT: 4:14 p.m.

Vice Chairperson Collier moved to adjourn, and Board Member Suellen Pennington seconded the motion. All voted in favor. Motion carried.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of July 21, 2016, of the Health & Development Services Board of the Town of Quartzsite, Arizona, held on July 21, 2016.

I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 18 day of August 2016.

Miguel A. Castellanos
Miguel Castellanos, Deputy Town Clerk

On behalf of the Board,

Approved:

M. Timberlake
Chairperson Timberlake