

MINUTES

**Central Arizona Fire and Medical Authority
Central Arizona Fire and Medical Authority Board of Directors
Regular Session**

Tuesday, February 21, 2017, 5:30 pm - 7:00 pm

Central Arizona Fire and Medical - Station 61 - 1133 W Road 3 North - Chino Valley

In Attendance:

Darlene Packard; Dave Dobbs; Dave Tharp; Jeff Wasowicz; Julie Pettit; Laura Mowrer; Matt Zurcher; Nicolas Cornelius; Scott A Freitag; Susanne Dixon

NOTICE OF MEETING

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Central Arizona Fire and Medical Authority Board of Directors and the general public that the Central Arizona Fire and Medical Authority will hold a meeting open to the public on Tuesday, February 21, 2017 at 5:30 p.m. The meeting will be held at the Central Arizona Fire and Medical Authority - Station 61 - 1133 W Road 3 N - Chino Valley, Arizona. The Board may vote to go into Executive Session on any agenda item, pursuant to A.R.S. §38-431.03(A)(3) for discussion and consultation for legal advice with Authority's Attorney on matters as set forth in the agenda item. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Chair Pettit called the Central Arizona Fire and Medical Authority (CAFMA) Board of Director's meeting to order on Tuesday, February 21, 2017 at 6:14 p.m.

2. PLEDGE OF ALLEGIANCE

Board Member Zurcher led the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

Prescott Valley Town Councilman Marty Grossman provided information regarding Prescott Valley building activities, and he mentioned that the Town library will be renovated due to water leaks.

B. Alarm Summary 2016

Chief Bliss provided the 2016 Alarm Summary. Chino Valley and Central Yavapai Fire Districts' call volumes for 2014 and 2015 have been combined for comparison and CAFMA was created in 2016. There is a 2:1 ratio for CAFMA responding into the City of Prescott, which is expected; Prescott covers some areas for CAFMA that would be very difficult for CAFMA to respond to.

Chief Bliss explained that medical calls are broken out by Chino Valley (1,573), Central Yavapai (1,723), and Prescott Valley (3,453) in order to determine the call volume within the Town of Prescott Valley as they have a high call volume. We respond to about 27 calls per day. The station response reliability percentages indicate when additional staffing may be required. Engine 50 assists in covering Engine 54's area when they are on calls. This may explain the lower reliability percentage for Engine 50.

Chief Bliss explained that Williamson Valley Fire District responds to Talking Rock to assist us. We did not respond to any of their calls. We assisted Mayer with mutual aid, and we had 36 employees respond to off-District fires.

We are meeting our response time goals of 90% or better; we may review and lower the response time goals. Response times are from dispatch receiving the call to the first engine arriving. The average response times is 6:01 minutes for suburban areas and 8:14 minutes in rural areas. Board Member Dobbs clarified that the response times were from the time of dispatch receiving the call to the time at scene.

4. CALL TO THE PUBLIC

Those wishing to address the Central Arizona Fire and Medical Board need not request permission in advance. However, we ask that you complete a Call To Public Form for the record. The Board is not permitted to discuss or take action on any item raised in the Call to the Public due to restrictions of the Open Meeting Law; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or the matter may be placed on a future agenda. Individuals may be limited to speak for three (3) minutes with a total of 30 minutes allotted for Call to the Public per meeting.

Board Chair Pettit opened the meeting for public comments.

There were no comments.

The Board addressed Item 7.B. *Discussion and Action Related to Director Assignments* out of order due to a failure to notice the item was agendaized later in the meeting.

5. CONSENT AGENDA

All matters listed under consent agenda are considered to be routine by the Central Arizona Fire and Medical Authority Board and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately for discussion and possible action.

A. Approve Regular Session Minutes - January 17, 2017

B. Approve General Fund Financial Statements

This item was removed from the Consent Agenda for discussion.

Chief Freitag provided additional information regarding the General Fund financial statements and explained that we have experienced an excessive number of injuries recently. There have also been a lot of members on Family Medical Leave (FMLA). We have used all of the funds in the overtime account. He explained that there is usually an amount that is rolled over into the next year; this will not occur this year. We will have to ask the Board to utilize contingency funds for personnel costs to get through the end of the year. We are hoping that the funds we are able to save on the general expenditures will balance out.

Chief Freitag explained that Chief Polacek has had Operations on a soft spending freeze since September. We implemented a soft spending freeze Agency wide last week and will be in a hard spending freeze as of March 1. If it is a need, we can buy it; we won't be spending funds on wants. We are making cuts where we can, but we do not want to surprise the Board when we start budget talks.

Motion to approve Item B.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

- C. Approve Fire Protection Agreements - Purdin, Swank
- D. Approve Affiliation Agreement and Addendum with Wizard Education for Paramedic Training
- E. Approve Resolution 2017-01 Fee Schedule

Item B was removed for discussion.

Motion to approve Consent Agenda items A, C, D, and E.

Move: Darlene Packard Second: Matt Zurcher Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

6. CORRESPONDENCE

A. Letters from the Public

Board Chair Pettit explained her appreciation for Battalion Chief Cox when Chino Valley had 4" of snow last month and a school bus full of students was coming back from Buckeye. Battalion Chief Cox was contacted due to the bad weather and extra traffic with the parents traveling to the school to pick up their children. Chief Cox stayed connected with the bus driver and was a focal point of contact as it was almost midnight when they arrived in Chino. Thank you to Chief Cox and the crews for assisting in keeping parents from worrying about their children.

B. Monthly Division Reports from the Fire Chief and staff in regard to current activities of the Fire Authority and the status and progress relating thereto

Chief Freitag stated that the Prescott Regional Communications Center (PRCC) experienced a catastrophic outage on Sunday, and that he had emailed Board Members the summary of what caused the problem. The Center did not have power, and this was the third outage in a couple years. He explained that a 911 center should never experience a catastrophic failure of all systems. He will contact the Prescott City Manager and Chief Black. This is a safety issue as they cannot dispatch fire from police radios. CAFMA has a backup console at the Training Center and it will tone out the stations. PRCC has not been willing to use this system. The problem would have been more significant if their Battalion Chief was on a call. Their procedures this time were a little better; the last time they did not have phone numbers or street indexes. The outage did not impact the outcome, but this is not okay.

Chief Freitag spoke with a few chiefs and with his own emergency service experience - when there have been emergencies, the calls are re-routed - no one has ever seen a dispatch center go dark. PRCC has been down twice in less than 12 weeks. Our Technical Services personnel have pointed out that their backup system was not a proper system for years. An external audit of their infrastructure needs to be conducted.

Attorney Cornelius stated that the current agreement is on his desk for review. PRCC had previously requested (last review - 5 yrs ago) that the agreement be executed and then the parties can work out their concerns. The documents is outdated and states that the final resolution will be made by the City Manager. There is also language in

document related to a liability claim stating that all parties will share in expenses for resolution. Attorney Cornelius believes this is not legal for public agencies to spend public funds on items in which they are not liable. He suggests that this be discussed in more detail when properly agendaized.

Chief Freitag stated that according to the agreement if a resident files suit for an issue that occurred during an outage, we would be responsible for costs of defending the suit.

Attorney Cornelius stated the agreement has expired; there are renewal provisions.

Chief Freitag explained that all partners are trying to find a solution.

Attorney Cornelius mentioned that when meetings were held with the previous City Manager, PRCC was the City's responsibility and they would have final decision. We made an attempt to followup for resolution; however, there was no progress made. (after the agreement was signed)

Chief Tharp mentioned that APEHP is trying to transition to a larger risk pool for health insurance which has about 12,000 members to reduce costs. He is also working on a risk pool for workers' compensation; this year we have paid 375,000 in premiums, however our costs have exceeded \$399,000 with 5 more months remaining. The League of Cities and Towns and school districts use workers' compensation risk pools.

Chief Freitag thanked Chief Tharp for being the driving force for this change.

Chief Freitag mentioned that Fire Marshal Chase is working with a local hotel owner to check all smoke alarms to make sure they are operational after there was a fire and someone was injured.

Clerk Packard stated that she was doing a ride-a-long with Fire Prevention that day. The hotel was built in 1966 and had many issues to be addressed.

Chief Polacek explained that PRCC had three paychecks in January and since our bill is related to their expenditures, our invoice reflected the additional costs. He stated that PRCC will notify us in the future prior to the bill being mailed if there are significant increases. He also discussed the system failure that occurred in December; this outage was a little different. They have a plan in place, but nothing has been done to resolve the problem. This time the backup generator did not work due to a blown fuse.

On the topic of the overtime budget, Chief Polacek stated that he has never seen so many people off; this year we've had as many as 11 off in one month, where in some previous years, we've had only 7 off in the whole year. We have restricted some spending and hope to see spending reduced; since September, we have not spent a lot for Operations. We do still need to purchase some capital items, but are working to contain spending.

Chief Polacek explained engine move-ups. Engine companies are moved out of their area in order to assist when other engines run their calls. We have designated areas where we move engines for coverage including the City of Prescott. Within the last year, we were able to save a life by having an engine moved up. We are trying to provide the best coverage.

Chief Polacek explained that we have out of district responses including contracts or aid agreements with other agencies. We have an agreement with State Forestry and will

respond when they call us. There was a fire on Orme Road which is State land caused by people shooting. Typically we get reimbursed for calls when services are required over a day. This was a call covered under the mutual aid; therefore, we do not get reimbursed. We also can't bill for protecting our District.

Chief Bliss informed that Board that staff has been reviewing the budget, capital expenditures, and the annual report. He explained that it is difficult to find similar agencies for comparison to determine if we are doing a good job. We are working with the Arizona Division of State Forestry and other agencies to improve data collection on a national level with NFPA.

Training Chief Feddema stated that there was a paramedic refresher class last week; a tactical casualty care class this week which includes police and fire for active shooter situations; next week there is a National Fire Academy class. We were able to do the refresher class due to the creation of CAFMA as Chino Valley had the ability to provide that training. We were able to subsidize the cost by offering it to people outside of CAFMA; 15 CAFMA members and 18 individuals from outside the agency attended. The Firefighter Academy graduation is tomorrow, February 22 at 4:00 p.m., and there is a propane car prop demo at 1:00 p.m. The prop was built in-house with the partnership of Barrett Propane at a savings of about \$40,000.

7. NEW BUSINESS

A. Discussion Related to Prescott Regional Communication Center (PRCC) Tours

Chief Freitag will schedule tours of PRCC for interested Board Members.

B. Discussion and Action Related to Director Assignments

This item was discussed after Call to Public.

Board Chair Pettit asked Board Members to assist in the following areas:

Board Member Zurcher - liaison for attorney's fees and FOIA requests.

Board Member Dobbs - liaison for wage / benefits and labor relations to be there as a resource, not overstepping boundaries;

Board Member Wasowicz - liaison for PRCC to be actively engaging to assist;

Board Chair Pettit asked that Directors' Report be added under Presentations on future agendas.

C. Budget Update

Chief Tharp covered this item during the Division Reports discussion.

D. Discussion Regarding Public Records Requests

Chief Tharp mentioned that the cost for Joy Collura's request is undetermined; however, there is a bill for \$3,800 from Merit Technologies to retrieve the requested emails. Chief Bliss stated that there are about 1,400 emails being reviewed, and we have never had to respond to this type of request. The majority of the emails do not pertain to Yarnell Incident; however, they have the word Yarnell in them for other reasons. There will probably be about 100 emails that will need to be reviewed by legal counsel.

Attorney Cornelius mentioned that there is a discussion at the State Legislature level regarding abuse of public records requests.

Currently, we can only recoup the cost of copying; we can recoup more funds if the request is for commercial purposes.

It was confirmed that Ms. Collura, being a member of the public, has a right to request documents that we have; we are not required to produce documents that we do not already have.

- E. Approve Intergovernmental Agreement with Yavapai County Community Health Services for Storage of Medical Supplies and Equipment

Chief Bliss explained that the Yavapai County Health Dept would like use the warehouse to store their supplies in case of an emergency. Some changes needed to be made to the agreement due to statutory requirements.

Approve Intergovernmental Agreement with Yavapai County Community Health Services for storage of medical supplies and equipment.

Move: Dave Dobbs Second: Matt Zurcher Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

- F. Approve Request for Proposal (RFP) for Contractors for the Administration Building Remodel

Chief Freitag asked for Board Approval to distribute this RFP for contracts for the administration building. He stated that the plans are at the Town of Prescott Valley and have been reviewed by Fire Prevention.

Approve publishing the request for proposal for contractors for the Administration building remodel.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

- G. Approve Master Intergovernmental Agreement (IGA) for Fire Apparatus Maintenance and Repairs

Chief Bliss stated that this is the standard agreement that we use for providing fleet maintenance service to outside agencies.

Approve the master intergovernmental agreement for Fire Apparatus Maintenance and Repairs.

Move: Darlene Packard Second: Jeff Wasowicz Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

8. ADJOURNMENT

Motion to adjourn at 7:39 p.m.

Move: Jeff Wasowicz Second: Matt Zurcher Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher


Board Clerk


Date