

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

December 15, 2015

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Chairman Rutherford called the Central Yavapai Fire District Fire Board meeting to order on Tuesday, December 15, 2015, at 2:00 p.m. at Town of Prescott Valley, Library Auditorium, 7401 E. Civic Circle, Prescott Valley, Arizona.

Members Present: Board Chairman Steve Rutherford, Board Clerk Bob Page, Board Members ViciLee Jacobs, Darlene Packard, and Tom Steele

Members Absent: None

Staff: Fire Chief Scott Freitag, Assistant Chief of Administration Dave Tharp, Administrative/IT Assistant Laura Mowrer

Others in Attendance: Attorney Nick Cornelius ~ Telephonically

2. PLEDGE OF ALLEGIANCE

Chairman Rutherford led the recitation of the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

No presentation was made.

Chairman Rutherford varied the agenda.

8. NEW BUSINESS

A. Swear in Local Public Safety Personnel Retirement System (PSPRS) Board Members

Clerk Page swore in new Public Safety Personnel Retirement System (PSPRS) Board Members Ron Williams, Ron Litchfield, and Michael Robison (telephonically). Board Member Lee Beaudette was not present.

4. CALL TO THE PUBLIC

(This item should have been referenced under Item 3 Presentations.)

Chief Polacek presented the VFW Firefighter of the Year Award to Engineer Jeremiah King as there was a scheduling conflict with the annual VFW awards banquet. Engineer King was hired fulltime in 1999 and in addition to his normal on-duty responsibilities; he is also a member of the Hazardous Materials Team, the Regional Technical Rescue Team (TRT), and the Honor Guard. Additionally, Engineer King has been very helpful with the Healing Field and has established the Patriot Run this year.

Engineer King thanked the VFW for recognizing the firefighters, and he thanked his family for their support. He also recognized the Honor Guard members that were present.

Chairman Rutherford opened the meeting for public comments.

No additional comments.

5. CONSENT AGENDA

All matters listed under Consent Agenda are considered to be routine by the Central Yavapai Fire District 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 November 17, 2015 Regular Session Minutes
- B. Approve General Fund Financial Statements
- C. Approve Bond Debt Service Financial Statements

Clerk Page made a motion to approve the consent agenda. Board Member Steele seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Rutherford, Steele

NAYS: None

6. CORRESPONDENCE

D. Letters from the Public

Chairman Rutherford commended Laura Molinaro for her dedication to the Special Olympics Program and mentioned that CYFD had been a big part of that program for over 20 years.

Chief Freitag mentioned the Polar Splash will be held in Prescott Valley on January 16th and is a fundraiser for Special Olympics.

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

Chief Freitag stated that he met with the chief operating officer of Yavapai Regional Medical Center to discuss the base hospital contract, and he is also considering other options to ensure that we are being fiscally responsible.

Chief Freitag explained that the next accreditation process will require everything to be re-written as the Commission on Fire Accreditation International (CFAI) has changed their requirements to the 9th Edition. He stated that we tried to get a 1-year deferment to allow time for the implementation of the JPA; however, that was not an option for CFAI.

Attorney Cornelius joined the meeting telephonically at 2:17 p.m.

Chief Freitag continued and explained that the District was offered a 4-month deferment with partial documentation submission. After discussion with Senior Staff, a decision was made to allow the accreditation to lapse for one year in order to prepare properly after the JPA is in place and to allow for training of additional personnel.

Chairman Rutherford verified that the accreditation does not affect the ISO rating or insurance costs.

Chief Freitag explained that ISO and accreditation processes are not connected. He stated that we do not lose anything other than a sticker on the engines with the 1-year lapse. He mentioned that we plan on continuing the accreditation model moving forward with the JPA.

Chief Bliss explained there is an annual fee of about \$3,000 and the peer assessment cost of \$6,000 which occurs every five years for re-accreditation that covers travel expenses for the assessors. He agreed that the accreditation process is a good model; however, he does not believe we will lose anything with the one-year lapse.

Chairman Rutherford mentioned that when the time comes, staff can ask the Board for approval to continue the accreditation process.

Chief Tharp explained that there is a tentative plan to move forward with the electronic document program. He mentioned that the promotional testing process has been completed and that as of December 10 Administrative Manager Susanne Dixson is responsible for Administration. She will also be assisting Chief Tharp moving forward with CAFMA. Chief Tharp mentioned that Admin is short two positions and a third vacancy was created with the promotion.

Chairman Rutherford asked for an update on the CAD program. Chief Polacek explained that there is no timeline currently for the new system. However, the

committee is researching their needs related to the CAD system; Chino and Central have already submitted their needs. Other partners are reviewing software and Chief Polacek has a meeting scheduled for December 16 to review another software program.

Chief Freitag explained that out of state vendors are also being considered.

Chief Polacek explained that the current capital purchase is being paid off allowing for the purchase a new program.

Board Member Jacobs asked how often the CAD system fails. Chief Polacek explained that the CAD system does not fail; however, the problems occur when systems are updated such as when the consoles were replaced. The hardware was upgraded; the software now needs to be updated.

Chief Polacek explained that the goal is to present the request for proposal in the spring, obtain approval, install the software, and then train personnel; anticipating all to be completed within a year.

Board Member Steele asked for an update on the apparatus that was having engine problems.

Chief Bliss explained that the engine in this apparatus is being replaced due to a cylinder problem. This apparatus has 128,000 miles on it and the engine was repaired under warranty at 64,000 miles as it had a manufacturer defect. The engine is no longer under warranty. Board Member Jacobs asked Chief Bliss to approach the manufacturer, Cummings Rocky Mountain, again regarding the possibility of replacing this engine under warranty.

7. OLD BUSINESS

A. Discussion and Possible Action Related to Training Center Drainage Issues

Attorney Cornelius advised the Board that he expects J2 Engineer's report by the end of the week.

8. NEW BUSINESS

B. Election of Board Chairperson and Clerk

Clerk Page nominated Steve Rutherford as Board Chair. Board Member Steele seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Rutherford, Steele
NAYS: None

Board Member Jacobs made a motion that Robert Page be nominated for Clerk. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Rutherford, Steele

NAYS: None

C. Discussion and Possible Approval of SC Audit and Accounting Services Agreement Addendum

Chief Tharp explained that this addendum extends the agreement to Central Arizona Fire and Medical Authority (CAFMA) and the expenses may transfer through to CAFMA on July 1, 2016.

Board Member Steele made a motion to approve the addendum to professional services contract with SC Audit and Accounting Solutions, LLC. Clerk Page seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Rutherford, Steele

NAYS: None

D. Discussion and Possible Approval of Addendum to Professional Services Contract with Kendhammer & Partners, LLP

Attorney Cornelius explained that this is an addendum to the existing fee agreement to allow him to perform work on behalf of CAFMA and to bill Central Yavapai and Chino Valley proportionately until CAFMA is funded. He mentioned that both Central Yavapai and Chino Valley Fire District Boards would have to approve this addendum.

Board Member Jacobs made a motion to approve the addendum to professional services contract with Kendhammer and Partners, LLP. Board Member Steele seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Rutherford, Steele

NAYS: None

E. Approve Joint Policies: J602 Appearance and J170 Confidentiality of Patient Information

Chief Freitag explained that a portion of the Appearance Policy has been moved to Standard Operating Guidelines (SOG) and the facial hair, OSHA and SCBA policies have been clarified. The policies being considered are joint policies.

Chief Tharp mentioned that employees are provided with confidentiality and conflict of interest forms annually.

Board Member Steele made a motion to approve joint policies J602 Appearance and J170 Confidentiality of Patient Information. Board Member Packard seconded the motion. MOTION CARRIED.

AYES: Jacobs, Packard, Page, Rutherford, Steele
NAYS: None

9. VOTE TO GO INTO EXECUTIVE SESSION

- A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Instruction to District Legal Counsel Pursuant to A.R.S. §38-431.03(A)(4) Re: Training Center Drainage
- B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Instruction to District Legal Counsel Pursuant to A.R.S. §38-431.03(A)(4) Re: Intergovernmental Agreement with State Forestry

The executive session was not required.

10. OLD BUSINESS CONTINUED

- A. Discussion and Possible Action Related to Training Center Drainage Issues

No additional discussion required.

- B. Discussion and Possible Action Related to State Forestry Agreement

Attorney Cornelius explained that the agreement has been reviewed by counsel for other fire districts, municipalities, and towns; we are waiting for final comments from Mike Parrish, legal counsel for the PFFA.

11. ADJOURNMENT

Board Member Packard made a motion to adjourn the meeting. Clerk Page seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Rutherford, Steele
NAYS: None

Board meeting was adjourned at 3:06 p.m.

1-19-16

Date



Bob Page, Board Clerk