

CENTRAL YAVAPAI FIRE DISTRICT  
FIRE BOARD  
REGULAR SESSION

February 16, 2016

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, February 16, 2016, at 2:02 p.m. at the Central Yavapai Regional Training Academy, 9601 E Valley Road, Prescott Valley.

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

Members Absent: Board Clerk Bob Page

Staff: Fire Chief Scott Freitag, Assistant Chief of Administration Dave Tharp, Administrative Manager Susanne Dixson, Administrative Assistant Kylee Burch

Others in Attendance: Attorney Nick Cornelius

2. PLEDGE OF ALLEGIANCE

Chairman Rutherford led the recitation of the Pledge of Allegiance.

Moment of Silence to Honor Sandy Heiden for Her Many Years of Dedication to Central Yavapai Fire District

3. PRESENTATIONS

A. Prescott Valley Town Council Report

Prescott Valley Town Council Member Stephen Marshall provided the Board with recent Prescott Valley building permit information.

B. Annual Alarm Summary 2015

Chief Bliss gave the 2015 calendar year alarm summary; Chief Tharp handed out condensed statistics to the Board. Chief Bliss explained that the report is for the calendar year, rather than the fiscal year, and it is a 3-year comparison; per accreditation requirements. Notable items:

- A majority of calls are EMS of some nature

- Total fires 107 – which is a small percentage of our calls
- A large number of other calls -- hazardous materials, water rescues, bees, snakes, false alarms, assist police department

Chairman Rutherford noted that an elected official mentioned he didn't like the Medical reference in CAFMA name. Chief Freitag stated that we send fire out to all calls because you never know if it is actually a "basic life support" call, our engines can always be called off if a fire unit is not necessary. He stated that a majority of the medical calls are for advanced life support and require more people than what would be on an ambulance. Chairman Rutherford asked if there was criteria we followed for determining whether the call is for BLS or ALS; Chief Freitag explained that the determination was made onsite.

Chief Bliss gave a breakdown of calls and which station/engine ran the calls. Of note here,

- Station 53 was the busiest within our jurisdiction; according to the slide, 51 is the slowest, but the graph doesn't show all the calls 51 runs in Prescott
- Engine 53 ran about 200 calls where they were not the first engine on the scene, indicating a multiple engine response.
- There are no hard rules about how many calls an engine can run before they're considered too busy.
- Large majority of calls we run are in Prescott Valley; a small amount in Dewey-Humboldt, and a small amount in county areas.

Chairman Rutherford asked if the call breakdown correlates with areas that contribute proportionate revenue. Chief Freitag answered yes, the high call volume areas are primarily in Prescott Valley where the biggest portion of tax dollars comes from.

- We had zero commercial structure fires;
- 2 structure fires greater than 300k which usually means the structure was not savable;
- 1 civilian injury, 1 fatality;

Chief Bliss also noted that Williamson Valley helps a lot with medical calls in talking rock area; in return we send out resources to their area for fires.

He explained that the out-of-district calls are typically wildland but not always; some of these often happen due to reporting area not being clear, for example, on Highway 169. He further explained that the mutual aid calls are mostly with Mayer, and that off-district was unusually high this year with wildfires in multiple states.

Chief Bliss noted that Engine 57 is at the top of the list for taking the calls in their 1st due area. Engine 50 is at the bottom of that list; we watch that station every year. They are out of their 1st due a lot due to calls in Dewey-Humboldt requiring move-ups.

Engine 50 continues to be on watch as they are out of their area the most, and at some point we will have to put an extra engine on.

Chief Bliss stated that we are still exceeding our response time goals, and that other numbers, such as averages, are looked at as well.

Board Member Jacobs asked if issues at the communication center are still a big factor in the response time. Chief Bliss answered yes, that dispatch has a big part in that. We have a recording problem on our side as well -- it's a goal to improve that piece on our end. We've implemented the MDT's to help improve some of the inaccuracies. The catch is, we now have more control, but we also have the responsibility and have identified a need for training.

Chief Freitag addressed the issues going on with Prescott and the concept of tiered response as he does have background with a tiered system. Chief Freitag believes a tiered dispatch system will reduce some of the calls; however the tiered response relies on the caller giving accurate information. He stated this type of system works best in urban and suburban areas. When someone calls 911, that's their emergency and they expect response. For someone to call from a rural area and be told they will have to wait 30-45 minutes for an ambulance would be unacceptable.

Chief Freitag stated he did an interview with the Courier and the hospital, noting that a tiered system is workable. One option for the Dewey-Humboldt area would be a quick response vehicle, removing the need to move up engine 50. He also noted that you have to have a robust dispatch center with up to date software, and well-trained personnel to run the system in order for it to be successful. The CAD system upgrade is currently postponed due to the financial situation in Prescott. Also, they are having a difficult time recruiting and retaining personnel. If you don't improve the system, hire, train and retain new people, adding a medical dispatch system will not work. We service 300 square miles with 15 fire trucks, with some areas being very rural; reducing resources increases response time.

Board Member Jacobs asked if catastrophic event with CAD occurs, will the system roll to YCSO. Chief Freitag indicated, no, and Chief Bliss added that there is a short-term plan, but the YCSO cannot handle our call volume.

Board Member Steele asked if a catastrophic event with the CAD system is due to hardware or software. Chief Freitag indicated it is due to software; they have some of the newer hardware, but the software is antiquated. He also noted that the City of Prescott is doing a wage study which could bump wages for the dispatch center, which the partners all pay for. Chairman Rutherford asked what percentage of PRCC budget falls on the City. Chief Bliss indicated we have the breakdown, but don't have numbers here.

C. Mid-Year Review of District Goals and Objectives 2015-2016

Chief Freitag noted he did not have a presentation, and explained the excel spreadsheet. He also stated that changes or updates have been put in red. His update on the goals included the following:

Goal 1, objective 3: We just received the NAV. What these numbers tell us is that no one has a handle on the Prop 117 impact. We continue to work on this. Goal 1 is mostly about fire authority; everything is on track

Goal 2: much relies on Prevention; changes are being made.

Goal 3: overall moving forward and on track

Goal 4: relates to legislative issues. We are staying active, on track and involved

Goal 5: through formation of CAFMA we see this happening. Anything with a benchmark or target is on track

Goal 6: This is in the capable hands of Chief Feddema and is on track

Goal 7: We are working with hospital to use technology for training and we continue to work internally; this is ongoing and on track

Chairman Rutherford referenced goal 7, objective 3 and asked if the recently made approvals to purchase software was related to the CAD system upgrade. He was advised that the approval was for archiving software, not related to CAD. Chairman Rutherford then commented on the goals update, stating "Good work – you're doing a great job."

4. CALL TO THE PUBLIC

Those wishing to address the Central Yavapai 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 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.

Chairman Rutherford opened the meeting for public comments.

There were no 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 Regular Session Minutes - January 19, 2016

B. Approve Executive Session Minutes - January 19, 2016

- C. Approve General Fund Financial Statements
- D. Approve Bond Debt Service Financial Statements
- E. Approve Fire Protection Agreement - Baker
- F. Approve Fire Protection Agreement - Mattmann
- G. Approve Fire Protection Agreement - Townsend
- H. Approve Camp Verde Fire District Purchasing Agreement
- I. Approve Montezuma Rimrock Fire District Purchasing Agreement

Board Member Steele mad a motion to approve the consent agenda items 5A through I.  
Board Member Packard seconded the motion. MOTION CARRIED

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

6. CORRESPONDENCE

A. Letters from the Public

Thank you from Town of PV – Polar Bear Splash  
Thank you card to firefighters  
Thank you from local church

B. 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 PSPRS passed out of the House and the Senate with one amendment. He said there is no clarity yet on what the amendment was or what impact it will have. The report from AFDA did not indicate what the amendment was either; however the deadline was made and it should be on the May ballot. A few groups have concerns, but a majority of police associations are on board. ATRA and Goldwater have concerns; they would prefer to scrap the entire system or leave it as is since they believe the system will correct itself in 20 years. None of those groups have offered viable options. Chairman Rutherford stated he believes the idea of the system correcting itself in 20 years does not take into consideration the entities that will be bankrupt due to PSPRS won't be contributing any longer.

Chief Freitag also wanted to note that we continue to work with Prescott; they have a study session scheduled for March 15<sup>th</sup> to discuss changes and options with their systems. The study session is scheduled for the same day as our next Board Meeting so he may ask Chief Polacek to attend as a representative of our organization. He said he has had good conversations with YRMC about any potential reduction in services.

Chief Freitag advised the Board that AFSI has asked him to Chair a committee of Fire Chiefs who will be the direct voice to the State Forester as they take over the State Fire Marshal's office. The State Forester wants to get the fire service in Arizona back on

track again. Arizona is the only state out of 50 that does not report to the National Fire Incident Reporting System.

Chief Tharp requested Chief Freitag's evaluation be moved to March due to budget timing needs.

Chief Tharp stated that he and Chief Bliss are still working with the county on NAV & determining how the valuation numbers are reached. Additionally, he received notice from the Yavapai County Attorney's Office that the Trans-Western Pipeline has challenged their assessment again this year. This is the type of nuance we really can't plan for.

Chief Tharp noted that he attended the APEHP board meeting. The board agreed on a rate increase at 2%. The bad news is our claims to premium ratio will result in an additional 5% surcharge. Since Chino Valley has a healthy claim to premium ratio, we may see a reduction in that surcharge for CAFMA.

Training Chief Feddema addressed the Board to ensure there were no questions regarding the several injuries sustained over one week of training. The Board did not have any additional questions. Chief Feddema stated we are working with the City of Prescott and the Safety Committee to address the issues.

## 7. OLD BUSINESS

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

Attorney Cornelius stated there was a follow up conference call with most players in regards to this issue; of the parties on the call there were some not available so they need to set up another call, which is likely 2-3 weeks out. We think that it is moving in an appropriate direction. Our status conference with the court has a May 2016 date.

### B. Discussion and Possible Action Related to State Forestry Intergovernmental Agreement

Attorney Cornelius advised that Attorney Mike Parish had been provided the draft document and comments have yet to arrive. He should hear back by the end of the week to get something more concrete, and is hopeful to reach resolution. He reassured the Board there is an existing IGA in place and services will continue to be provided.

### C. Discussion Regarding Fiscal Year End June 30, 2015 Audit

Chief Tharp indicated the audit was approved at last month's meeting and was placed on this agenda for discussion.

Chief Tharp went over audit report highlights:

- Management discussion & analysis comes from staff. He recommends reading through it to see the trends.

- There was a significant decrease in net position, it looks concerning but is mostly attributed to GASB 68 -- accounting for pension liabilities. Overall, the net position of organization is healthy, and the reduction in carryover was planned.
- On page 15; the Statement of Net Position is really the same as a Profit & Loss statement showing unrealized debt and unrealized assets.
- The Statement of Activities explains how we got to the amount and what we spend our money on
- Page 19; Statement of Revenues is a quick glance at the funds.\$9.9mil currently between all three funds.
- Page 50; Schedule of changes in fund balance – basically an income statement; last year about \$61k less than budgeted in revenue, but also less spent than budgeted.

In summary, the audit shows we're doing exactly what we planned.

Chairman Rutherford said that page 50 is representative of how well the staff managed the budget; job well done! He also stated that he found the MD&A definitions and notes to be very helpful. He added in regard to the great decrease in net position - people need to understand that the decrease is due to reporting requirements being changed..

Chief Freitag agreed that Chief Tharp and his staff does a great job.

Chief Tharp indicated that fiscal year 16 will end the contract for Hinton Burdick; will likely ask for amendment to allow HB to do the first year of CAFMA for consistency.

D. Discussion and Direction to Staff Concerning Chino Valley Meeting Location

Chief Freitag updated that the Town of Chino Valley decided to hold work study sessions the same day as our board meetings. We'll have to have the meetings in the training room at 61. Chiefs Freitag and Feddema are looking at purchasing a video camera to accommodate the recording of the meetings, as well as address some needs in Training. Additionally, Chief Freitag is looking at other options for posting the meetings, such as obtaining a YouTube channel.

8. NEW BUSINESS

A. Discussion and Possible Action Related to 2016 Annual Goals Update

Board Member Jacobs made a motion to approve the 2016 Annual Goals Update.  
Board Member Packard seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Rutherford, Steele

NAYS: None

B. Discussion and Possible Action Related to Policies: Remove Policy 100 Mission Statement; New Joint Policies J100 Mission, Vision and Values; Central Arizona Fire and Medical Authority Compass; Revised Policy J121 Policy Committee; New Joint Policies: J190 Public Records Access; J193 Telecommuting; J194 Tax Advantaged Bonds; J243 Demotions; J603 Employee Contact with Elected Officials; J604 Employee Contact with Elected Officials During Board Meetings; J905 National Fire Protection Association (NFPA) Compliance

Chief Freitag noted that we've added Mission, Vision and Values as a joint policy, and that the Compass is a guiding document. The Compass does not technically need to be approved by this Board as it will go before the CAFMA Board for approval.

Chairman Rutherford stated it appears that most changes are just to create a joint policy.

Chief Freitag stated that the NFPA policy went through attorney Cornelius.

Board Member Steele made a motion to approve New Joint Policies J100 Mission, Vision and Values; Central Arizona Fire and Medical Authority Compass; Revised Policy J121 Policy Committee; New Joint Policies: J190 Public Records Access; J193 Telecommuting; J194 Tax Advantaged Bonds; J243 Demotions; J603 Employee Contact with Elected Officials; J604 Employee Contact with Elected Officials During Board Meetings; J905 National Fire Protection Association (NFPA) Compliance. Board Member Jacobs seconded the motion. MOTION CARRIED.

AYES: Jacobs, Packard, 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

Board Member Jacobs made a motion to go into Executive Session. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Rutherford, Steele

NAYS: None

Chairman Rutherford recessed the meeting to allow the Board to go into Executive Session at 3:46 p.m.



Board Member Packard made a motion to reconvene in open session. Board Member Jacobs seconded the motion. MOTION CARRIED

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

Chairman Rutherford reconvened the Public Session at 4:04 p.m.

10. OLD BUSINESS CONTINUED

A. Discussion and Possible Action Related to Training Center Drainage Issues Discussed in Executive Session

Chairman Rutherford gave direction to Attorney Cornelius to please proceed as directed.

B. Discuss and Possible Action Related to State Forestry Intergovernmental Agreement Issues Discussed in Executive Session

No action to be taken.

11. ADJOURNMENT

Board Member Tom Steele made a motion to adjourn the meeting. Board Member ViciLee Jacobs seconded the motion. MOTION CARRIED

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

Chairman Rutherford adjourned the meeting at 4:06 p.m.

Date

3-15-16  
  
Bob Page, Board Clerk