

CHINO VALLEY FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

February 16, 2016

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Chairperson Ducote called the Chino Valley Fire District Fire Board meeting to order on Tuesday, February 16, 2016 at 5:07 p.m. at the Central Yavapai Regional Training Academy 9601 E Valley Road, Prescott Valley, Arizona.

Members Present: Board Chairperson Cyndy Ducote, Board Clerk Dave Dobbs (telephonically) and Board Member Julie Pettit

Members Absent: Board Members Dave McConnell and Travis Bard

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

Chairperson Ducote led the recitation of the Pledge of Allegiance.

3. CALL TO THE PUBLIC

Chairperson Ducote opened the meeting for public comment.

There were no comments.

4. CONSENT AGENDA

- A. Approve Regular Session Minutes of January 19, 2016
- B. Approve General Fund and Capital Reserve Financials
- C. Approve Bond Debt Service Financials
- D. Approve Bond Fund, 2007 Financials
- E. Approve Fire Protection Agreement 30405167 – 274 W. Rome Way

Board Member Julie Pettit made a motion to accept the consent agenda. Board Member Dave Dobbs seconded the motion. MOTION CARRIED

AYES: Dobbs, Ducote, Pettit
NAYS: None

5. CORRESPONDENCE

A. Letters from the Public

Thank you letter from Del Rio Elementary School

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 through the House and Senate with one amendment; we have made deadline for May ballot. ATRA & Goldwater have issues with changes; they would either scrap the system or let it correct itself in 20 years.

Chief Freitag indicated there is widespread support and believes the bill will pass. It's not a perfect bill, but we're limited on what can be changed, and we can't get rid of it. He added there is one police association that is opposed, but they've been opposed since the beginning. Phoenix police union is in full support.

Chief Freitag advised the Board that even if PSPRS passes, the Hall case will have a financial impact on us.

Chief Freitag covered briefly some articles in the paper from today regarding Prescott and a tiered response system.

He explained numbers from Chief Bliss' presentation, which looks at call volume, and shows the number of calls we run for BLS & ALS. He further explained that we don't know the call is for basic or advanced life support based on the call, we know that information once the crew gets onsite. Chief Freitag understands the background of EMD and believes it does work well in urban and suburban areas. However, it does not work as well in rural areas. We cover 300 square miles with 15 fire units and fewer ambulances. The referenced ICMA report for Prescott did not recommend they reduce the number of units, it recommended reduction of how many calls the fire engines are running.

Chief Freitag also noted that PRCC is challenged today. Per the City's IT director, a catastrophic failure of the CAD system will happen. Also, it's been a revolving door at dispatch -- not enough employees (7 minutes for dispatch to call Unisource when a gas line had been broken), and they can't keep the employees they hire. Currently there are five vacancies in dispatch. They need leadership in the department; they are also looking to adjust pay schedule.

In short, a tiered response system sounds good, but our dispatch center cannot manage that right now; and we need to add quick response units, not take away resources.

Chairperson Ducote asked if CAFMA is trying to do its own ambulance service. Chief Freitag answered that we are looking at the possibility of a secondary CON.

Board Clerk Dobbs stated that he came from a tiered response area. After analyzing data, they determined that only about 3% of their calls could have been moved to lower response level.

Board Member Pettit added that if people know the right buzz word to get you (emergency responders) out there, they will use it; doing triage over the phone is not in our best interest.

Chairperson Ducote asked if there were any thoughts to going back to an all fire dispatch. Chief Freitag indicated that no, we are not looking to jump into the business of dispatch.

Chief Freitag stated that Chief Polacek may be appointed and accepted as the fire liaison since Prescott does not have personnel who can act in that capacity right now

Chief Tharp requested to move Chief Freitag evaluation to March for budget timing needs. Chairperson Ducote directed him to move forward with making that happen.

Chief Tharp advised the Board that the Trans-Western Pipeline is looking to sue state of Arizona for valuation; they have sued before and won. It was noted that the Pipeline is just out of jurisdiction and does not affect the CVFD.

6. OLD BUSINESS

A. Discussion and Possible Action Related to State Forestry Intergovernmental Agreement

Attorney Cornelius stated that there is no formal agreement yet. He informed the Board Members that there have been a few issues with availability of the deputy director, and he is hoping to make contact soon. Issues regarding sub-contractors are holding up the document. While there is no new agreement, the current agreement is still in effect, and services are still being provided.

B. Discussion and Possible Action Regarding Bond Refinancing

Chief Freitag indicated that Mike Lavalley from Stifel is here to discuss bond refinancing and answer any questions.

Chief Freitag explained that we are looking into refunding and refinancing current debt. We have infrastructure issues that need to be taken care of, and we have bond money available. Does it make sense to spend money out of capital reserve, knowing there is no plan to replace that money, while Chino Valley has \$2.5 million in bond money

available? Additionally, regarding the Hall case, we may end up with the bill to refund those dollars to employees; approximately 1 million for CYFD; up to 300-400k for Chino Valley. Do we want to spend capital reserve monies, or is it wiser to use bond money that has already been approved by the constituents.

Chief Freitag stated that the recommendation from senior staff is to utilize the bond funds and keep the cash on hand. In the current market, plus with pending concerns with PSPRS, it would be best to keep the cash funds available.

Board Member Dobbs agreed he's more comfortable with keeping the money in capital reserve.

Board Member Pettit stated that Stifle did a great job last month showing the options. She asked Attorney Cornelius about the timeline we're looking at with the Hall case. Attorney Cornelius responded it is likely it will be handled fairly rapidly.

Chief Tharp advised the Board that the \$300k estimate for the PSPRS refund is without pulling actual numbers but based on a short estimate prepared for a Chino Valley Town inquiry. If we are required to refund the money, the process will be labor intensive.

Chief Freitag mentioned that Steve Rutherford, the Chair for Central Yavapai & CAFMA, is here because the decision for Chino Valley to use bond money directly impacts CAFMA.

Chief Freitag stated he understands bonds are not the tool people in this area like to use, but he believes this might be the time to use them based on the current market and circumstances.

Mike Lavallee stated he would bring a resolution to the 3/15 meeting if so directed.

Chairperson Ducote directed them to bring this back as an action item in March and to move forward in getting numbers from the bank.

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

Chief Tharp advised the Board that the Town of Chino Valley council chambers are not available for our meetings. We will move to the training room at Station 61. Chiefs Freitag and Feddema are working on the purchase of a video camera for the purposes of televising meetings and also for training.

Chief Freitag noted that the Retirement and Promotional ceremony is here at CYRTA tonight and the Retirement ceremony in April will be in Chino out of respect for the Chino Valley employees. Board meetings will alternate starting in April, which goes to transparency in Chino. Additionally, the intention of the Board is transparency, so

posting the meetings on a cable channel may not meet the needs. We are looking at other options, such as a YouTube channel.

7. NEW BUSINESS CONTINUED

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

Chief Freitag stated that this is the first year Chino Valley has had annual goals. Annual Goals were updated as follows:

Goal 1: CAFMA is a good example of this; objective 3 is a challenge as we don't have a good handle on NAV. Anything with a benchmark is moving along and on target.

Goal 2: Movement is happening. The next cycle will include fewer goals listed as "ongoing"; we want to provide a benchmark.

Goal 3: Moving along

Goal 4: We are making recommendations at State level regarding FDAT; AFSI asked Chief Freitag to Chair the committee that will have a direct voice as the State Forester takes on responsibility for the State Fire Marshal's office.

Goal 5: We see positive movement in areas of HR and Admin.

Goal 6: We continue to develop the training center and move forward. Chief Feddema is very capable and believes that training is not just for ops but for the whole organization.

Goal 7: A lot of work done on infrastructure; on target.

In summary, we think we're doing well. Most areas with a benchmark have progress made.

Board Member Pettit made a motion to approve mid-year update. Board Member Dobbs seconded the motion. MOTION CARRIED

AYES: Dobbs, Ducote, Pettit

NAYS: None

B. Discussion and Possible Action Related to Policies: 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 stated this follows the process of combining policies as joint policies; it also includes the updated the Mission, Vision and Values to be developed more towards CAFMA

Chief Freitag explained that the Compass does not necessarily need to be approved by the Board; it has been approved by the CAFMA Board.

Chief Freitag noted that the policy regarding NFPA compliance was drafted with help from Attorney Cornelius.

Chief Freitag then asked the Board Members if they had any questions. Board Member Pettit asked if we validate IT records in regards to the telecommuting policy (to confirm hours worked or work performed); Chief Tharp answered that we have not in the past as telecommuting requires preapproval from a supervisor. Additionally, telecommuting is restrictive because of the security restrictions in place that require a District-issued device be used for remote access.

Board Member Pettit made a motion to approve policies as listed. Board Member Dobbs seconded the motion. MOTION CARRIED

AYES: Dobbs, Ducote, Pettit
NAYS: None

C. Discussion Regarding Fire Chiefs Contract and Evaluation

It was noted that direction has already been given on this item.

8. 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: Intergovernmental Agreement with State Forestry

Attorney Cornelius stated that Issues related to this IGA were covered in public session so there is no need to go executive session

9. OLD BUSINESS CONTINUED

- A. Discussion and Possible Action Related to State Forestry Intergovernmental Agreement Issues Discussed in Executive Session


No discussion required.

10. ADJOURNMENT

Board Member Pettit made a motion to adjourn. Board Member Dobbs seconded the motion. MOTION CARRIED

AYES: Dobbs, Ducote, Pettit
NAYS: None

Chairman Ducote adjourned the meeting at 6:09 p.m.

3/15/2016
Date

Dave Dobbs, Board Clerk