

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

March 15, 2016

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Clerk Page called the Central Yavapai Fire District Fire Board meeting to order on Tuesday, March 15, 2016 at 2:00 p.m. at Town of Prescott Valley, 7401 E. Civic Circle, Prescott Valley, Arizona.

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

Members Absent: Board Chairman Steve Rutherford

Staff: Fire Chief Scott Freitag, Assistant Chief of Administration Dave Tharp, Administrative Assistant III Laura Mowrer, Administrative Assistant Kylee Burch

Others in Attendance: Attorney Nick Cornelius (telephonically)

Board Clerk Page resided over the meeting as the Board Chairman due to Chairman Rutherford's absence.

2. PLEDGE OF ALLEGIANCE

Chairman Page led the recitation of the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

Prescott Valley Town Council Member Stephen Marshall provided Town building permit information.

B. Update to Document Locator Archiving Software – Additional Costs

Chief Tharp advised the Board that there were some additional costs associated with the electronic document archiving software (Document Locator) and provided them with a spreadsheet detailing the project. He explained that the Board had approved expending \$30,860 for the new software and he had anticipated \$5,000-\$10,000 additional cost for hardware. He believed this was to be absorbed into the

budget from Technical Services and Administration. However, he did not anticipate the need to buy SQL software at a total cost of \$7,620. Originally, Chief Tharp thought the new software could be loaded on our current server and there would not be an additional charge. Microsoft is requiring a license be purchased for all new SQL processors. Technical Services Manager Ogden was able to obtain two licenses for the price of one; we were able to obtain six 6 licenses for \$7,620. We originally anticipated purchasing the necessary scanners in Fiscal Year 2017; however, it was suggested that the hardware be purchased now so it is available to fully implement the software. Chief Tharp stated that we are still moving forward with the implementation but he wanted to keep the Board apprised of the unexpected costs of about \$12,000. These additional costs will be split 83% with Central Yavapai and 17% with Chino Valley Fire District. The SQL license is valid for the life of the server with no annual renewal fees.

Chief Tharp explained that the scanners are large volume scanners with a document feeder. Some of the benefits of purchasing the scanners out of the current fiscal budget include the entire system can be completely implemented and allow for training personnel on all aspects of the software's capabilities.

4. CALL TO THE PUBLIC

Chairman Page 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 of February 16, 2016
- B. Approve Executive Session Minutes of February 16, 2016
- C. Approve General Fund Financial Statements
- D. Approve Bond Debt Service Financial Statements

Board Member Jacobs made a motion to accept the consent agenda. Board Member Steele seconded the motion. MOTION CARRIED

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

6. CORRESPONDENCE

A. Letters from the Public

Chairman Page mentioned a thank you note received for Captain McConnell and Firefighters Lopeman and Muniz. We received a thank you letter from Sedona Fire Chief Kazian thanking Chief Freitag for assisting with Sedona's assistant chief testing process. Prescott Valley Economic Development Foundation sent a certificate of appreciation for the District's support of Prescott Valley's growth.

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 he has been very involved with the State and that last week he testified in committee in the Senate for HB2197 that allows fire districts that merge or consolidate to maintain their fire district assistance tax (FDAT). This bill passed unanimously out of the Senate Finance Committee, and hopefully it is moving the Rules Committee; this has already passed unanimously out of the House.

Chief Freitag explained that there is a Wildland Prompt Pay Bill being considered. Currently, the federal government owes fire districts in the State of Arizona \$9.5 mil statewide for wildland responses. The fire districts and departments are the response vehicles for the State of Arizona. Unfortunately, the fire agencies are shouldering the burden for all costs until the federal government reimburses the State and then the State reimburses the fire agency. Over \$900,000 was owed to Central Yavapai and Chino Valley Fire Districts combined until last week. Over the past week and half we have received about \$80,000 in reimbursements (Chino Valley for \$64,000 and Central Yavapai for \$13,000). We have been very active promoting a plan within Arizona that would create a prompt pay system. Other states model their wildland response systems after Arizona; however, Arizona does not have a prompt pay system. This bill will be heard this Thursday at 9:00 a.m. and Chief Freitag will be attending.

Chief Freitag mentioned that Operations Chief Polacek is attending the City of Prescott's work/study session regarding Prescott's budget reduction options. Chief Freitag explained that is one system between Central Arizona Fire and Medical Authority (CAFMA) and Prescott Fire Department which covers 300 square miles with 14.5 fire engines (half an engine for Prescott's station that is browned out). Chief Freitag explained that he has been educating people about what the system looks like. There are maps in the conference room at Station 53 to show what the system looks like.

Chief Freitag stated that senior staff has developed four basic plans.

Plan A – Prescott browns out stations. We continue as we are; everything remains status quo.

Plan B – Prescott closes one station completely. We continue as we are, because with the auto aid system, we do not have to staff areas that we cannot normally get to because Prescott can cover it.

Plan C – Prescott closes two stations and continues to run emergency medical calls (EMS). We review monthly data to determine the impact so that we can make necessary adjustments up to and including changing aid agreements.

Plan D – There has been some talk about the City of Prescott pulling out of EMS. This would be a huge detriment to the system. We have to look at this since there was some dialog out there from some elected officials. If they dropped to three stations and did not run EMS anymore, we could not operate under the auto aid agreement. Chief Polacek is attending the City Council meeting to show support and gather information.

Chief Freitag mentioned that generally in a fire department if you are looking at a cut of that magnitude (\$600,000), you are usually looking at personnel. He explained that the City has a number of options including the firefighting and rescue vehicle at the airport. Other options may include actual reduction of personnel which may lead to the complete closure of a fire station. Chief Freitag explained that Chief Light intends to present options and associated ramifications to City Council.

Board Member Steele mentioned that at some point he believes a representative from the City of Prescott will have to answer to the effects that their decisions have on us and our taxpayers.

Chairman Page mentioned that he wanted to recognize the promotions that were included in the Division Report: Cody Rose is promoting to Battalion Chief; Ben Roche is promoting to Captain; Rob Zazueta was promoted to Engineer and will be promoting to Captain in April; Eric Merrill is promoting to Engineer. Chairman Page mentioned that in a paramilitary environment it is difficult to promote. It is amazing that personnel are stepping forward to promote.

Chief Tharp updated the Board on the NAV dollars from the County. Overall we are on schedule for the forecasting, and the budgets are in line with predictions. He stated that with the clarification he received, we should be closer with the year-to-year estimates. Chief Tharp will be working with Yavapai County Assessor Pearsall to create a training video explaining the basics of assessed valuations and how net assessed valuations play into budgeting for fire districts. Ms. Pearsall is hopeful that the video will be used to help educate other fire districts in Yavapai County and throughout the State. It will also help understand the ramifications of Prop 117 and net assessed valuations have an impact on our budgeting. Chief Tharp will be

teaching a class on net assessed valuations, property classifications, and tax rating; and how they impact budgeting at the Arizona Fire District Association (AFDA) Conference.

Chief Tharp updated the Board on the status of the Yavapai Regional Medical Center (YRMC) invoices that we had received for expired medications that were believed to be sent in error. YRMC could not verify that the medications the District was billed for were expired. Therefore, they wrote all the invoices off. Chief Tharp stated that a system was developed that will require Fire District personnel to input medications and expiration dates when turning them in to better track items. Additionally, with the new contract, we will not be billed for expired medications.

Chief Tharp stated that the District did pay the invoices that were believed to be accurate. He explained that EMS Captain Niemynski will forward medication usage data from the electronic patient care software to Chief Tharp for comparison against YRMC's data. However, with the new contract, the District will not be charged for medications. This data will assist with future contract negotiations in allowing the District to have a better picture of potential costs. Chief Tharp verified that controlled medications are secured inside the drug box and are verified every morning. The drug box is also locked inside the vehicle thereby prohibiting unauthorized access.

Fire Marshal Chase clarified that the Wildfire Expose is being held on April 23.

Chief Freitag informed the Board that we are having conversations with YRMC regarding YRMC performing employee physicals as the current District physician, Dr. Ekdahl, is retiring. YRMC's physician assistant that would be in charge of the program reviewed our wellness program and provided feedback regarding inconsistencies. Chief Freitag stated that this is a good time to review the program and there is a lot of potential to partner with YRMC and provide better service for personnel.

Chief Freitag stated that the CAD demonstrations will be held at the Prescott Regional Communications Center (PRCC). He explained that initially we were told that the City of Prescott may push back the expenditure that they had slated to replace the CAD system. However, he received word within the last several days that it is possible that the City may move forward. We still intend to look at alternative funding sources. We are hopeful that we will be moving forward with the CAD system once one is chosen.

Chief Freitag mentioned that Chief Feddema and Chief Bliss are attending an accreditation conference in Florida to allow for the program to transition to Chief Feddema.

Chief Freitag stated that we are now collecting all response data including Prescott's to use for our analysis.

Chief Freitag mentioned that Fleet Services Scaife went to look at our new Type 1 engine. It is Chief Freitag's assumption that the engine is now in Fleet Maintenance waiting for final outfitting prior to being placed into service.

7. OLD BUSINESS

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

Attorney Cornelius stated there was a conference call about a week ago to discuss the J2 proposal in detail. Copies of the proposal were provided to all four property owners including Superior and Fain Signature; everyone had an opportunity to review. Everyone agreed in principal with the proposal which is included with the J2 documents and their plan. We are locking down the final details related to pricing. J2 is going out for contractor bidding. The responsibilities for approaching the Corps of Engineers have been divided amongst the various parties. We are gathering information that the Fire District will be providing regarding expenses it has approved to date for purposes of further discussion with the other parties. Matters are moving in the right direction at this time.

B. Discuss and Possible Action Related to State Forestry Intergovernmental Agreement

Attorney Cornelius stated that as of March 2nd we had what we thought was a final draft that had been approved by the respective attorneys as well as the risk management needed on behalf of the State of Arizona. Once the document is approved by all these parties, it can be presented to the Board. There has been a fee schedule circulated to all agencies.

Chief Freitag stated that the fee agreements have been updated and the equipment has been verified. He stated that the equipment must be listed on the agreement in order to be reimbursed for its use.

Attorney Cornelius stated that the issues we are dealing with are risk management more so than the fee schedule. He is anticipating having the agreement by the end of the month.

8. NEW BUSINESS

A. Discussion of Budget Process / Updates and Schedule of Work Study Session

Chief Freitag stated that there was a Wage and Benefit Committee Meeting this morning discussing health insurance options; however, we do not have numbers yet.

Chief Tharp stated that the initial applications have been completed; we have asked for all budget items and program improvement requests (PIR). PIRs are requests for

either instituting a new program or for changing an existing program that is going to have a significant dollar value. Some PIRs were accepted, some denied, and some were tabled. The ones accepted were either a minimal impact to the budget or ones that we could absorb into the existing budget. There will probably be a discussion regarding the capital expenditures for software. We are on track with providing five budget versions: Two versions of Central Yavapai and Chino Valley as if they were not joined together; the Central Arizona Fire and Medical Authority; and Central Yavapai and Chino Valley with the new format of them just being pass-through accounts for collecting taxes and then their expenditures going onto CAFMA. We need to confirm a date to discuss the budgets thoroughly.

Chief Freitag commended staff and all personnel as everyone was on track with a tight budget and there were not a lot of significant budget requests.

The Board's consensus is to hold a meeting on April 6 at 10:00 a.m. or 1:00 p.m. This information will be discussed at the other two Board meetings.

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

Executive session was not required.

- 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

Executive session was not required.

10. OLD BUSINESS CONTINUED

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

No discussion needed.

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


No discussion needed.

11. ADJOURNMENT

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

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

Chairman Page adjourned the meeting at 2:58 p.m.

4-19-16
Date

Bob Page, Board Clerk