

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

April 19, 2016

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Chairman Rutherford called the Central Yavapai Fire District Fire Board meeting to order on Tuesday, April 19, 2016 at approximately 2:00 p.m. at the Chino Valley Fire District, Administration Classroom, 1133 W. Road 3 North, Chino Valley, Arizona.

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

Members Absent: Board Clerk Bob Page

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

Others in Attendance: Attorney Nick Cornelius

2. PLEDGE OF ALLEGIANCE

Chairman Rutherford led the recitation of the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

No presentation given.

4. CALL TO THE PUBLIC

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 Board Meeting Minutes of March 15, 2016
- B. Approve General Fund and Capital Reserve Financial Statements
- C. Approve Bond Debt Service Financial Statements
- D. Approve CYRTA Facilities Use Agreement with International Society of Fire Service Instructors (ISFSI)
- E. Approve CYRTA Facilities Use Agreement with Ropes That Rescue

Board Member Steele made a motion to accept the consent agenda items A through E. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Rutherford, Steele

NAYS: None

6. CORRESPONDENCE

A. Letters from the Public

Chairman Rutherford stated that there were a couple very nice thank you letters and a letter congratulating Chief Freitag on his continued Chief Fire Officer designation.

Chief Freitag mentioned that this designation is listed as a preferred item on the Fire Chief's job description.

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 mentioned that we received clarification on the recent Prescott Regional Communications Center (PRCC) invoices, and we received a copy of their updated 2016-2017 budget.

Chief Freitag explained that Senate Bill 1244 passed the House with amendments, and it is going back to the Senate; it should be heard this week. He mentioned that we have received final payment for last year's wildland season; State Forester is continuing to improve the process. The State Forester was directed to pay the fire agencies as soon as the funds came in prior to paying themselves.

Chief Polacek mentioned the PRCC meeting went well and explained that the recent invoice indicated the charges were for capital expenses; however, they were for maintenance and operating costs that we should have been paying. We were billed for PSPRS costs which were a carryover from when PRCC had a director. Those charges will be credited back to us. Chief Polacek stated he would provide an update next month.

Chief Tharp explained that we realized that both accounts payable and payroll check registers were getting longer with transitioning to CAFMA. In an effort to streamline the

process, Finance Manager Debbie Spingola created a process to list the items out instead of reviewing detailed invoices. All invoices are still available for review.

Chief Tharp mentioned that he will be attending a worker's compensation risk pool meeting on Thursday, and there is a lot of interest in creating this risk pool. There is another worker's compensation insurance company, but they are still held to the same standards as CopperPoint which does not allow for a lot of options. This self-insured risk pool option is similar to the medical insurance pool we belong to.

Fire Marshal Chase mentioned there will be engines in the Prescott Valley Days Parade and members will be at the Wildfire Expo in Prescott.

Chief Polacek mentioned that PRCC is short five dispatchers, and they are trying to hire six. They are trying to improve the training process in order to retain dispatchers. PRCC also wants to add another supervisor. New CAD systems are still being reviewed, and a new system will also assist with reducing the workload.

Board Member Steele verified that PRCC is 911 Dispatch. Chief Polacek explained that calls go directly to PRCC if dialed from within the City of Prescott. Yavapai County resident's calls go into Yavapai County Sheriff's office and then are transferred to PRCC if the fire district is required.

Chief Polacek explained that we pay about \$38 per call; however, PRCC bills according to the cost of doing business. We budget according to the prior year's call volume plus 5%. We pay about \$290,000 annually, which amounts to about 11.4% of the overall call volume. PRCC previously forgot to charge for some of the operating costs such as electricity, water, background checks for new dispatchers, etc. PRCC is billing according to their monthly expenses so the bills fluctuate. PRCC stated that we will not have to pay more than what we have budgeted for the year.

Chief Feddema stated there are two contracts on the consent agenda.

7. OLD BUSINESS

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

Attorney Cornelius stated there had been some discussions related to expenses; those are moving forward. He mentioned that he had spoken with a representative of Fain, and they had not received the plans that were previously prepared. He will provide those plans tomorrow. Attorney Cornelius was under the impression that the plans had been distributed. He will verify that Superior has received a copy also. He also mentioned there is a May deadline to provide the court with a listing of the substantial steps taken.

B. Discussion and Possible Approval of Intergovernmental Agreement with State Forestry

Attorney Cornelius stated that the agreement we received today was only in the name of Central Arizona Fire and Medical Authority. There is no version for Central Yavapai Fire District.

Chairman Rutherford verified that this is the agreement that many Arizona agencies had reviewed.

Attorney Cornelius confirmed that many cities and towns that are involved in risk pools wanted language specific to their circumstances. He was under the impression that the agreement would apply to Central Yavapai and Chino Valley separately, and then they would transfer to CAFMA. He explained that there are existing agreements in place until July 1.

C. Discussion and Possible Action Regarding Property and Building at 8603 Eastridge Drive – Prescott Valley, Arizona (Parcel 103-05-009P)

Chief Freitag asked that this item be discussed in executive session.

8. NEW BUSINESS

A. Presentation and Discussion of Fiscal Year 2016-2017 Draft Budget

Chief Bliss mentioned that there were no changes in the draft budget that was presented to the Board at the April 6th budget work/study session.

Chief Bliss explained that the projections for the maintenance and operating (M&O) budget and the tax levy are coming closer together. Overall Central Yavapai is stable as costs are increasing over the years. As a separate entity, Central Yavapai's tax rate tops out at about \$2.69 before we are able to start reducing it compared to the Fire Authority where the tax rate peaks at \$2.59. He reiterated that the numbers are only being used for comparisons.

Chief Bliss explained items that will need to be considered for the tentative budget:

- We will be receiving increased revenue from the SAFER Grant.
- The Fire Chief's salary is under negotiations.
- PRCC increased cost of \$23,000. Their actual costs are higher than they had previously budgeted. This may impact the tax rate.
- Purchase of portable radios.
- Purchase of administration building.

Chief Bliss explained that the portable radios are approaching their end-of-life cycle, and Motorola will no longer be supporting them. We have a capital replacement plan for these to be replaced. However, another option was presented that might allow all the

radios to be purchased sooner and then be paid on an installment plan which would reduce the impact the capital plan. Chief Bliss explained that due to technology advancements there are additional programming requirements with making incremental radio purchases.

Board Member Jacobs verified that all the radios would be compatible. Chief Bliss confirmed.

Board Member Steele asked for clarification of the increased election costs. Chief Tharp explained that election coincides with the general election which includes federal, state, county, special districts, etc. which helps pay for the election process. Additionally, some of the costs are offset by the Elections Department using District facilities for polling places. Last election we budgeted \$50,000; however, the cost was closer to \$20,000-\$25,000. Chief Tharp explained that if there are three vacancies, and there are only three candidates running for the positions, we will not expend these funds as an election will not be required. He stated he would research these costs and advise the Board.

Board Member Jacobs mentioned that there are three vacancies; however, there are currently four candidates running for the positions. Chairman Rutherford stated that the candidates are not confirmed until they obtain the required signatures.

Chief Bliss stated that Central Yavapai has \$20,500 budgeted and Chino Valley has \$5,000 budgeted for the election. He mentioned that this is one of the items that will remain with the separate Districts. These numbers are based on the cost of the last election and will be confirmed.

Chief Bliss explained that Central Yavapai and Chino Valley budgets will be much smaller with a single page each for revenue and expenses which will fund the Fire Authority.

B. Approve purchase of True Defender FTX S1 Meter / Detector for Hazardous Material Vehicle

Chief Polacek explained that the plan was to use excess funds from the hazmat vehicle to purchase hazmat equipment. He explained that half the cost of the meter will be paid for by the City of Prescott as it is a joint hazmat program. If this purchase is approved, we are still about \$30,000 under budget.

Board Member Packard made a motion to approve expenditure not to exceed \$28,000 for the purchase of one True Defender FTX S1 meter. Board Member Steele seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Rutherford, Steele

NAYS: None

Chairman Rutherford stated that he assumed the expenditure was contingent upon approval by the City of Prescott. Chief Polacek confirmed.

- C. Approve Policy Changes: New Joint Policy J115 Rules of Engagement for Structural Fire Fighting and the Acceptability of Risk replacing 115; New Joint Policy J160 Ethics Policy Replacing 160; New Joint Policy J200 Hiring and Promotional Replacing 200; New Joint Policy J202 Testing Policy Replacing 202; New Joint Policy J203.5 DUI Second Chance; Remove 205 End of Probation Testing and Succession Plan Transition; New Joint Policy J212 Reserve Auxiliary Staffing Replacing 212; New Joint Policy J221 Full Time Firefighter Preliminary / Promotional / Probationary Requirements Replacing 221; New Joint Policy J222 Engineer Preliminary / Promotional / Probationary Requirements Replacing 222; New Joint Policy J610 Performance Evaluations Replacing 610; New Joint Policy J700 Station Management Replacing 700; New Joint Policy J705 Minimum Staffing Replacing 705; New Joint Policy J715 Operations Daily / Weekly Routine and Miscellaneous Duties

Chief Freitag stated that there were no significant changes to most of the policies; they were mainly converted to joint policies for CAFMA. He did mention Policy J203.5 DUI Second Chance and explained that it is a newly proposed policy. He continued by stating that the District has had a couple recent issues with DUI matters, and we have found that an employee with a first offense misdemeanor DUI will most likely lose their employ with the agency. There is not much was can do about that, and we would not ask the Board to change that as there are a number of issues including insurance liability. However, we do not feel that a first offense misdemeanor DUI, once it is off their record and is no longer a liability to the District, rises to the level of criminal activity that should preclude a person from having the opportunity to be hired again and continue their career as a firefighter. He explained that there is no guarantee to be hired back. The employee is evaluated on their past record, and if they were hired back, would be starting as a new firefighter. The policy provides an opportunity for the individual to re-apply after meeting certain conditions.

Chief Freitag explained that within 24 months the individual could be re-hired without having to complete the testing process. After 24 months, the individual could be considered for re-hire; however, they would be required to complete the testing process. He confirmed that the individual would be hired under the PSPRS system they were originally hired under.

Board Member Jacobs asked if the Union had reviewed this policy. Union President Jared Beard stated that members were a little split on the policy. However, after determining there was no way to maintain the member's employment, this was the best outcome for employees to be able to return once they met the requirements.

Chairman Rutherford confirmed that this provides an opportunity for the individual to re-apply; it does not guarantee them a position.

Attorney Cornelius stated that he had reviewed the policy, and it captures the District's concern related to liability issues.

Chairman Rutherford confirmed that there were a few policies that were red lined completely, therefore, removing the policy entirely. Chief Freitag stated that some may have been moved to the Standard Operating Guidelines (SOG) and some may no longer be relevant.

Chief Bliss explained the evaluation policy has been substantially changed. We have been using the same forms and process for the past 10 years, and Chino Valley had a similar form, but they were not using it regularly. Neither District had been using it consistently for all members. The entire process was reviewed, and a new form was created with member input. There is also a SOG outlining instructions for using the form which Central Yavapai has never had; it was written largely based on Chino's manual. The forms were rewritten, we have provided an instruction manual, and are providing training. Central Yavapai received training 10 years ago and have never received follow-up training. Chief Bliss explained that ongoing training is a crucial part of the evaluation process.

Chief Freitag mentioned that labor was involved in developing this process. He explained that the new system allows the supervisors to provide a more consistent evaluation that is more useful. He also stated that Chief Bliss completed his Executive Fire Officer Program and within that program, he was required to complete a 6-month research paper. Chief Bliss researched evaluations systems including those utilized by the military to assist in developing this new process. Chief Freitag commended Chief Bliss for his efforts and stated that he believes this is a good product.

Union President Jared Bared stated that the training will allow for consistent evaluations.

Board Member Jacobs made a motion to approve policy changes: new Joint Policy J115 Rules of Engagement for Structural Fire Fighting and the Acceptability of Risk replacing 115; new Joint Policy J160 Ethics Policy replacing 160; new Joint Policy J200 Hiring and Promotional Replacing 200; new Joint Policy J202 Testing Policy Replacing 202; new Joint Policy J203.5 DUI Second Chance; remove 205 End of Probation Testing and Succession Plan Transition; new Joint Policy J212 Reserve Auxiliary Staffing replacing 212; new Joint Policy J221 Full time Firefighter Preliminary I Promotional I Probationary Requirements replacing 221; new Joint Policy J222 Engineer Preliminary I Promotional I Probationary Requirements replacing 222; new Joint Policy J610 Performance Evaluations Replacing 610; new Joint Policy J700 Station Management Replacing 700; new Joint Policy J705 Minimum Staffing Replacing 705; new Joint Policy J715 Operations Daily I Weekly Routine and Miscellaneous Duties. Board Member Steele 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. Discussion and Instruction Pursuant to A.R.S. §38-431.03(A)(7) Regarding Negotiations for the Purchase of Real Property

Board Member Steele made a motion to convene in Executive Session. Board Member Packard seconded the motion. MOTION CARRIED

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

Chairman Rutherford adjourned for Executive Session at approximately 3:13 p.m.

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

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

Chairman Rutherford reconvened in open session at approximately 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 directed Attorney Cornelius to move forward as discussed in executive session.

- B. Discussion and Possible Action Regarding Property and Building at 8603 Eastridge Drive – Prescott Valley, Arizona (Parcel 103-05-009P) Discussed in Executive Session

Board Member Packard made a motion to approve the contract as presented today on the purchase for the property reference in Item 10B. Board Member Jacobs seconded the motion. MOTION CARRIED

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

Attorney Cornelius mentioned for the record that he had a discussion with Board Clerk Page, and that Mr. Page indicated his was in support of moving forward with this property.

11. ADJOURNMENT

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

AYES: Jacobs, Packard, Rutherford, Steele

NAYS: None

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

5-17-16
Date _____
Bob Page, Board Clerk