

CHINO VALLEY FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

April 19, 2016

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Chairperson Ducote called the Chino Valley Fire District Fire Board meeting to order on Tuesday, April 19, 2016 at 5:42 p.m. at the Chino Valley Fire District, Administration Classroom, 1133 W. Road 3 North, Chino Valley, Arizona.

Members Present: Board Chairperson Cyndy Ducote, Board Clerk Dave Dobbs, Board Members Julie Pettit, Travis Bard, and Dave McConnell

Members Absent: None

Staff: Fire Chief Scott Freitag, Assistant Chief of Logistics and Planning Scott Bliss, Administrative Assistant III Laura Mowrer

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 from the public.

4. CONSENT AGENDA

- A. Approve Regular Session Minutes of March 15, 2016
- B. Approve Executive Session Minutes of March 15, 2016
- C. Approve General Fund and Capital Reserve Financial Statements
- D. Approve Bond Debt Service Financials
- E. Approve Bond Fund, 2007 Financials
- F. Approve Fire Protection Agreement - Herman

Board Clerk Dobbs made a motion to approve the Regular Session minutes of March 15, 2016, approve Executive Session minutes of March 15, 2016, approve General Fund and Capital Reserve financial statements, approve Bond Debt Service financials, approve Bond

Fund 2007 financials, and approve Fire Protection Agreement for Herman. Board Member McConnell seconded the motion. MOTION CARRIED

AYES: Bard, Dobbs, Ducote, McConnell, Pettit

NAYS: None

5. CORRESPONDENCE

A. Letters from the Public

Chief Freitag mentioned the letter that he received from the accreditation agency. They approved Chief Freitag's renewal of his Chief Fire Officer designation. He explained that he had to meet certain standards for the renewal.

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 informed the Board that we are moving forward with the purchase of the property on Eastridge in Prescott Valley. He explained that the item was not before this Board, because it was determined at the last meeting that if we were able to close the deal prior to July 1, that Central Yavapai would fund the purchase. Chief Freitag stated that Central Yavapai's Board approved the contract as it is. The Central Arizona Fire and Medical Authority's Board then reviewed the contract because the expenditure will be split between two fiscal years. The final payment of \$250,000 is due between July and August; the seller is carrying this without interest for three months.

Chief Freitag stated that the District has received almost full payment for last year's wildland season; as of about eight weeks ago, we were due about \$900,000. The State Forester is reimbursing the local fire agencies prior to reimbursing themselves. Chief Freitag expressed his appreciation of the payments.

Senate Bill 1244 (Prompt Pay) has passed the House; however, it has to go back to the Senate because it was amended. It should be heard this week. It passed 56 to 3 out of the House with the amendments and that included an emergency clause. Therefore, it will be effective immediately as long as it passes in the Senate and the Governor signs.

6. OLD BUSINESS

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

Attorney Cornelius explained that we just received the agreement and the letter attached is dated March 23, 2016. Language is included to cover the District's concerns. This appears to be the final version; however, the agreement is between the State Forestry and Central Arizona Fire and Medical Authority. We were expecting agreements for the separate Districts.

Attorney Cornelius stated that the Board has the authority to approve a Board Member to execute the revised document.

Board Member Pettit made a motion to accept the contract with corrections and authorize Chair Cyndy Ducote to execute the contract when corrected. Board Clerk Dobbs seconded the motion. MOTION CARRIED

AYES: Bard, Dobbs, Ducote, McConnell, Pettit

NAYS: None

7. NEW BUSINESS

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

Chief Bliss informed the Board that this meeting is to review the draft budget; we have had the work/study session. He reviewed the financial projections and explained that the collected taxes and maintenance and operating (M&O) costs are in alignment with a stable projection. He explained that the spike next year is due to the purchase of new engines. Chief Bliss explained that the collected revenues were below the M&O budget at one point indicating the District was spending more than what was collected. This year we have collected taxes equal to spending and going forward the collections are above spending.

Chief Freitag explained that while we have made financial corrections, any hiccup at all and the numbers go in the other direction. It will take some time to recover, and the Fire Authority provides a cushion. The loss of three fulltime firefighter positions caused staffing and overtime issues. We hope to be able to apply for a SAFER Grant over the next two or three years under the Fire Authority to replace those three positions.

Chief Bliss confirmed that the margin between tax collections and expenditures is still extremely thin. He explained that the Fire Authority projections are stable; it is normal to have a gap between tax levy and M&O. However, we want to make sure the gap is being covered by other revenue sources.

Chief Bliss stated that the Chino Valley tax rate will be stable at \$3.25. Once we have more data, we can extend our projections, and hopefully start reducing the tax rate.

Chief Freitag mentioned that Chino Valley is working on infrastructure, and they are talking with the City of Prescott regarding the water system. There are other buildings projected; however, the water issue will be significant. We still have tight margins for the next three to five years, but anticipate some improvements.

Board Member Bard stated that the changes will be very slow.

Chief Bliss stated that the draft budget presented at the work/study session is unchanged; however, there are five items that will affect the budget:

1. CYFD's SAFER Grant revenue is slightly higher than anticipated.
2. Chief Freitag's contract negotiations.
3. New administrative building.
4. Portable radios that are nearing their end of life.
5. Prescott Regional Communications Center (PRCC) dispatch costs. (\$23,000 increase)

The PRCC costs will affect the tax rate; however, the other items should not.

PRCC dispatch costs are billed according to their monthly expenses. This amount is higher than anticipated as they had not been billing for some of their expenses.

Chief Freitag stated that at today's PRCC meeting the focused was on the recent invoices that we had received. The items billed were for expenses that had not been budgeted, and they were listed as capital expenditures. It was determined that these charges were operating expenses. Prescott's leadership apologized for not being more upfront. Chief Freitag confirmed that the projected budget would be reviewed for accuracy so we could budget accordingly.

Chief Bliss explained that the contract is written so that the costs are divided amongst the partners according to their percentage of calls. The contract does not specify an amount. He mentioned that we are paying about \$38 per call and that is fairly reasonable.

Board Member Pettit asked if we are receiving the service we should be.

Chief Freitag stated that Chief Polacek has been appointed as the fire liaison with PRCC; that position had been held by Prescott. Some of the issues related to service include employee turnover due to low salaries and the inadequate computer aided dispatch (CAD) system. PRCC is currently down five positions.

Chief Polacek confirmed that they are also losing another position; they are in the hiring process. We have not had full staffing in dispatch for the past two years. Chief Polacek stated that they are trying to fix the problems; they are considering new processes and should see improvements with the new CAD system.

Chief Freitag mentioned that Chair Ducote and Central Yavapai Chair Rutherford signed a joint letter to Prescott's Mayor supporting a fifth supervisor position. The current four supervisors are required to answer phones, dispatch calls, and supervise. This does not work. The fifth supervisor will be a 40-hour person that will oversee the department, focus on training, and deal with questions and concerns. This will be a long process; however, Chief Freitag stated that there has been a lot progress since he started with

the hiring of an IT director that oversees software and other personnel changes. He stated there is more consistency and accountability.

Chief Bliss mentioned that CAFMA will have the large budget, and the Chino Valley Board will be asked to approve only the Chino Valley budget. However, the Chino Valley Board should also review the CAFMA budget. The tentative budget will be presented for approval at the May meeting and then the final budget will be on the June agenda.

- B. Approve Policy Changes: New Policy J115 Rules of Engagement for Structural Fire Fighting and the Acceptability of Risk; New Policy J160 Ethics; New Policy J200 Hiring and Promotional Replacing 105 Recruitment, Hiring, and Promotional Selection; New Policy J202 Testing Replacing 345 Promotions; New Policy J203.5 DUI Second Chance; New Policy J212 Reserve Auxiliary Staffing; New Policy J221 Full Time Firefighter Preliminary I Promotional I Probationary Requirements; New Policy J222 Engineer Preliminary I Promotional I Probationary Requirements; New Policy J610 Performance Evaluations Replacing 340 Performance Reviews; New Policy J700 Station Management Replacing 239 Housekeeping and Basic Maintenance; New Policy J705 Minimum Staffing; New Policy J715 Operations Daily I Weekly Routine and Miscellaneous Duties

Chief Freitag explained the background and development of new Policy J203.5 DUI Second Chance and stated that the Union President was in attendance if anyone had questions. He mentioned there were a couple DUI issues in Battalion 3. Due to liability related to member's driving requirements, he stated that it is likely we will not be able to retain them as employees. He confirmed these are first-time misdemeanor DUIs. He stated that we didn't feel a first-time misdemeanor DUI rises to the level of criminal activity to preclude someone from being a firefighter again; however, it does preclude the person from working for a time.

Chief Freitag explained that this policy was drafted after reviewing the legal process, liability issues, District policy, and discussions with Labor/Management. The policy allows for an employee who was terminated for a first offense misdemeanor DUI to apply for rehire to an open entry-level firefighter position within 24 months of their termination if all requirements have been met including no longer being an insurance liability without having to participate in the normal testing process. Their previous work history will also be taken into consideration. This person would take precedence over a current hiring list; however, there is no guarantee of hiring. Chief Freitag confirmed that the insurance company stated that if the employee is in any type of driving position and has an accident within 18 months of the incident date, the insurance company could cancel the District's insurance policy. He mentioned that the agency is not large enough to allow for non-driving members.

Chief Freitag mentioned that he is aware of another agency that had this issue. They developed a similar policy, the employee was able to be rehired, and he is now one of

their most outstanding performers. Additionally, he teaches their alcohol awareness program for their new recruit academy.

Union President Jared Beard mentioned that all avenues were reviewed. He stated that even though not all employees were in agreement this was the best option available.

Attorney Cornelius confirmed that upon re-hire all previous employment documents would still remain in their current personnel file. He also reiterated that the member would be hired at an entry-level position.

Chief Freitag stated that we cannot take on additional liability, and we do have Garrity process in place.

The Board discussed the process if someone is cleared from all wrong doing which is not part of this policy.

Chief Freitag explained the costs associated with retaining an employee in a limited capacity during the investigation process.

Chief Freitag mentioned that the rest of the policies are basic updates moving them into joint policies.

Board Member Pettit confirmed that we are not opening doors to other types of charges.

Chief Freitag confirmed that this is a very narrow policy based only on a first-offense misdemeanor alcohol related DUI charge.

Attorney Cornelius confirmed that this policy is for misdemeanor charges, not felonies. The DUI charge is a criminal offense; however, there are no further charges involving injury to property or persons.

Board Clerk Dobbs made a motion to approve all policy updates. Board Member McConnell seconded the motion. MOTION CARRIED

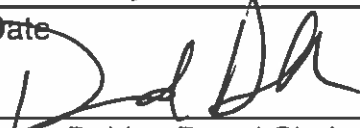
AYES: Bard, Dobbs, Ducote, McConnell, Pettit
NAYS: None

8. ADJOURNMENT

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

AYES: Bard, Dobbs, Ducote, McConnell, Pettit
NAYS: None

Chairperson Ducote adjourned the meeting at 6:37 p.m.

5-17-16
Date

Dave Dobbs, Board Clerk