

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

May 17, 2016

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Chairman Rutherford called the Central Yavapai Fire District (CYFD) Fire Board meeting to order on Tuesday, May 17, 2016 at 2:01 p.m. at the Town of Prescott Valley, Library Auditorium, 7401 E. Civic Circle, Prescott Valley, Arizona.

Members Present: Board Chairman Steve Rutherford, Board Clerk Bob Page, Board Members Darlene Packard, and Tom Steele

Members Absent: Board Member ViciLee Jacobs

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 report given.

4. CALL TO THE PUBLIC

Chairman Rutherford opened the meeting for public comments.

Attorney Christopher Jensen presented the Board of Directors with a petition regarding a possible fire danger at Emmanuel Pines Camp and an electronic copy of 523 signatures. He asked that this topic be placed on the June 21, 2016 Board agenda for discussion. He is requesting governmental action by CYFD Board and ultimately by the Yavapai County Board of Supervisors. He stated that the Emanuel Pines Camp uses Spence Springs Road for access which is only 16' feet wide and is in violation of the current fire code. He explained that the camp is now expanding its uses and has increased traffic. He is asking for the District to evaluate the situation and issue a resolution stating that the area of

Emmanuel Pines Camp is at risk for fire danger due to its location and lack of emergency access. He believes there should be no expansion of the uses of the camp causing increased traffic on Spence Springs Road until the road has been widened or a secondary road is built.

Chairman Rutherford asked Staff to research for fire code issues and place the item on the June agenda.

Jeff Wasowicz stated that he had a chicken coup fire, and was very thankful to the crew for doing a fantastic job containing the fire.

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 April 6, 2016 Special Session Minutes of Central Yavapai Fire District, Chino Valley Fire District, and Central Arizona Fire and Medical Authority Board Meeting
- B. Approve Regular Session Minutes of April 19, 2016
- C. Approve Executive Session Minutes of April 19, 2016
- D. Approve General Fund Financial Statements
- E. Approve Bond Debt Service Financial Statements
- F. Discuss and Approve Cooperative Intergovernmental Agreement with Arizona State Forestry Division

Board Clerk Page made a motion to approve Items A through C on consent agenda. Board Member Steele seconded the motion. MOTION CARRIED

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

Board Clerk Page amended the motion to include A through F. Board Member Steele seconded the motion. MOTION CARRIED (This clarification was made due to an oversight in viewing the incorrect agenda in the board meeting software.)

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

6. CORRESPONDENCE

A. Letters from the Public

Board Chairman Rutherford mentioned there were several thank you notes. Chief Freitag talk about a medical call in which the Station 51 crew arrived about 7 minutes

prior to AMR, and the patient went into cardiac arrest. The patient was transported to the hospital and later came to the station and thanked the crew for saving their life. He explained that we have had two recent cardiac arrest incidents where crews have been able to revive the patients. Chairman Rutherford also mentioned that the patient had to be carried down three flights of outside stairs.

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 Senate Bill 1244 passed with an emergency clause, and the Governor signed it into law. This bill provides for wildland prompt pay. It allows fire districts to maintain their fire district assistance tax (FDAT) when merging or consolidating. It also provides a one-time override provision that can be used November 2016 or November 2017 to increase their maximum tax rate by \$.25.

Chief Freitag mentioned that we remain on track for the Fire Authority for July 1, and we are preparing to run a mock payroll for CAFMA.

Chairman Rutherford congratulated Finance Manager Spingola for being the Chair of the Administrative Section of Arizona Fire District Association (AFDA).

Board Member Packard thanked Chief Freitag for the time he has spent in Phoenix working on legislative issues.

Chief Tharp explained that we are working on contract negotiations and employee benefit change overs.

Chief Freitag mentioned that Chief Bliss is on wildland assignment with an engine and two other personnel near the Texas and New Mexico border.

7. OLD BUSINESS

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

Attorney Cornelius mentioned that there were detailed plans drawn up for this project. Several of the principals wanted to receive outside estimates. The original estimate was \$220,000. We have received an additional quote of \$233,000. We expect to receive two more estimates. There is an upcoming court date. We plan to file a status memo with the court to explain the situation and to seek direction from the court. Further discussion to be held in Executive Session.

8. NEW BUSINESS

A. Discussion and Possible Approval of Resolution 2016-04 for Purchase of Real Estate at 8603 Eastridge Drive, Prescott Valley, Parcel 103-05-009P

Chief Freitag mentioned that the Board approved the purchase of this property; however, the title company is requiring a resolution from the Board of Directors. We went through the due diligence process and had a building inspector, a civil engineer, two roofers, and an asphalt company look at the property. The civil engineer and building inspector found a small issue with the compaction under the asphalt at the back of the lot. The roof is also due for some maintenance. We were able to obtain a \$30,000 credit toward the purchase of the property for these repairs. We are prepared to close on the property on May 18, 2016. We just need to resolution for the title company to formalizing that the Board is in agreement.

Board Chairman Rutherford stated that the process is progressing quickly, because the seller has an existing lease that expires in December. Therefore, he needed to move forward to either sell the property or sign another lease. Chairman Rutherford reiterated that he has no connection with this building or owner. He only sold the lot in 2003 or 2004.

Chief Freitag also mentioned that he found the building and senior staff discussed this property before presenting it to Chairman Rutherford and subsequently presented the idea to the Board for consideration.

Board Member Steele asked about the roof. Chief Freitag mentioned that the building has a foam roof system that does not have seams which could leak. There are a few areas where the birds have chipped into the foam. The initial repairs of sealing these areas will be completed in July, and then we will purchase some owl statues and streamers to deter the birds. Once the construction is complete with moving the heating and cooling system, the regular maintenance will be performed. Board Member Steele confirmed that the roof is white and allows for more efficient cooling.

Attorney Cornelius stated that he had contact with individuals voicing concerns regarding this purchase. All payments are coming from CYFD and upon approval from CAFMA's Board the second payment will be made from CAFMA. He has seen nothing improper with any of the documents or the due diligence process. He consulted in detail with Chief Tharp and the purchase is in compliance with Arizona Revised Statutes. The resolution specifically states that the Board has reviewed the financials, and we have had several open Board meetings to allow for opportunity for public comments.

Board Chairman Rutherford read Resolution 2016-04 into the record.

Board Chairman Rutherford mentioned the date should be the 17th day of May 2016.

Board Clerk Page made a motion to approve the amended resolution. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Packard, Page, Rutherford, Steele

NAYS: None

Chief Freitag mentioned that there is no intention of cancelling the current lease. If the tenants should find something in advance of December 31, we may consider a 30-day notice without requiring they buy out the lease.

Board Chairman Rutherford stated the property should close on schedule.

B. Discussion and Possible Approval of Lease Purchase Agreement and Professional Services Addendum with Motorola for Portable Radios

Chief Freitag asked that this item be removed from the agenda so some items can be worked out between legal counsel and Motorola.

Attorney Cornelius mentioned that this might be a time sensitive contract. We may be asking the Board for a special meeting as there may be a substantial savings.

C. Discussion and Possible Approval of Tentative Fiscal Year 2016-2017 Budget

Chief Freitag explained that there were some changes in the budget from April to today with the purchase of the administrative building, and the Board was presented with a modified comparative budget.

Chief Freitag explained that there was a \$23,000 increase for PRCC due to staffing. The other item changed was the contract negotiation for Fire Chief's contract.

Chief Tharp stated that staff is asking for approval of the Central Yavapai tentative budget. He mentioned that the \$1.7 mil purchase and renovation is included along with costs of Chief Freitag's contract. The election and PRCC costs have been updated. The Central Yavapai Fire District tentative budget cannot be increased once it is approved. The total Central Yavapai budget is \$14,552,730. The Fire Authority budget is provided for a detailed reference.

Board Member Steele confirmed that the expense for the administrative building buildout is included. Chief Tharp stated that savings is being used to fund this project; therefore, the tax rate is not being impacted.

Board Chairman Rutherford agreed that it is appropriate to place the administrative building purchase in the Central Yavapai budget.

Chief Tharp mentioned that when we started considering creating CAFMA we were estimating at tax rate of \$2.68 over the next four to five years prior to it leveling off. The new projected maximum tax rate with the creation of CAFMA is \$2.59. The current 2016-2017 Budget tax rate is just under \$2.52. We are still projecting a few years of

increased tax rate, but this is part of the fiscal plan. Due to the Fire Authority, the tax rate will not increase as much as we had anticipated, and it will start reducing sooner.

Board Member Steele mentioned the new engine that was just placed into service.

Chief Tharp stated that the new engine costs about \$400,000 with vehicle and equipment costs.

Chief Freitag commended the agency for controlling costs of the engines. He explained that the last organization he was employed with purchased four engines in one purchase in 2006 in hopes to reduce costs. They paid \$499,950 per Type 1 engine. Now in 2016 CYFD is paying near \$400,000. He mentioned that there are tight controls with our Fleet Manager, and we utilize a purchasing agreement with Houston-Galveston Area Council (HGAC) that saves us money. Additionally, we have a process that allows us to extend the life of these engines coupled with our maintenance program. The agency has done a very good job of controlling costs.

Board Member Steele made a motion to approve the Tentative Fiscal Year 2016-2017 Budget in the amount of \$14,552,730. Board Clerk Page seconded the motion. MOTION CARRIED

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

D. Approve Amendment to Joint Policy J121 Policy Committee, Approve Amendments and Conversion to Joint Policies for J241 Temporary Appointment, J403 Leave Benefits

Chief Freitag explained that some of these are just updates; J403 Leave Benefits is extensive. The Temporary Appointment was amended to simplify the process. Policy J121 Policy Committee had minor changes.

Board Member Steele confirmed that all District members have reviewed these policies.

Board Member Packard made a motion to approve amendments to Joint Policy J121, Joint Policy J241, and Joint Policy J403. Board Clerk Page seconded the motion. MOTION CARRIED

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

E. Discussion and Possible Action Regarding Board Meeting Times

Chief Freitag stated that as of the July Board meeting the majority of information will be presented at the CAFMA meeting. Central Yavapai's meeting will still consist of some financial items and the drainage issue. The June meeting will be even longer for

CAFMA. He explained that Chino Valley Board Chair has a conflict with time of the Tuesday meetings. The Board may want to schedule the Central and Chino meetings for 30 minutes and the CAFMA meeting for one to two hours. He mentioned that the Town of Prescott Valley facility is available on Tuesdays.

Chairman Rutherford suggested starting the Central Yavapai meetings at 4:00 p.m., CAFMA at 4:30 p.m., and Chino Valley at 6:00 p.m. to assist Chair Ducote.

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

Board Clerk Page made a motion to go into Executive Session. Board Member Steele seconded the motion. MOTION CARRIED

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

Board Chairman Rutherford recessed the public meeting to go into Executive Session at 3:07 p.m.

Board Clerk Page made a motion to reconvene in Open Session. Board Member Steele seconded the motion. MOTION CARRIED

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

Board Chairman Rutherford reconvened the Open Session at 3:27 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.

11. ADJOURNMENT

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

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

Board Chairman Rutherford adjourned the meeting at 3:28 p.m.

6-21-16
Date
Bob Page, Board Clerk