

CENTRAL YAVAPAI FIRE DISTRICT
BOARD OF DIRECTORS' MEETING
REGULAR SESSION

June 21, 2016

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Chairman Rutherford called the Central Yavapai Fire District (CYFD) Board of Director's meeting to order on Tuesday, June 21, 2016 at 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 Clerk Bob Page, Board Members Darlene Packard and Tom Steele

Members Present Telephonically: Board Member ViciLee Jacobs

Members Absent: None

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.

Chairman Rutherford varied the agenda.

10. NEW BUSINESS

G. Discussion Regarding Emanuel Pines Camp and Road Access

Chief Freitag stated that there was a letter provided to the Board from Lee Terry to be added to the Call to the Public.

Fire Marshal Chase explained that Attorney Jensen had contacted the Board regarding the Spence Springs Road access at the Emanuel Pines Camp. Fire Marshal Chase stated that he had heard rumors that the camp was going to be sold and used as a rehab facility. He spoke with the camp owner, and they stated that they have no plans of selling the camp. The owner was advised that if the camp turns into anything else, they will be required to meet the current fire code. Fire Marshal Chase stated that he believes the main concern is the access road. Most of the road is 16' wide and that it is

a private road. He confirmed that the Fire District cannot force someone to modify a private road. Currently, the District cannot do anything. However, if the camp turns into anything else, current fire code will have to be met which could include the road upgrades or possibly building sprinklers depending on the occupancy. He stated that he also met with members of Yavapai County to discuss the road.

Chief Freitag stated that District employees have documented the current buildings and contents to have a reference point if changes are made.

Fire Marshal Chase stated that there are fences beside the road where it is 16' wide; therefore, it might mean that the road location will have to change to be able to have 20' road. He stated that a letter was presented to all camp owners informing them that if they sell or change occupancy that there are fire codes that they will have to meet. Fire Marshal Chase mentioned that he provided Yavapai County with the fire code road requirements in hopes that people would follow the requirements when they turn their private property into an easement. He reiterated that the code cannot be enforced.

6. CALL TO THE PUBLIC

Chairman Rutherford opened the meeting for public comments and mentioned the letter received from Lee Terry.

Hans Clugston spoke in support of resolution against any kind of change of use of Emanuel Pines. He is concerned with road access to and from this property.

JT Purvis voiced concern with 200 people in a camp with limited access. He stated that this facility was designed as a camp, not for people living there nine to ten months. He believes they are disguising the use.

Peggotty Christiansen stated that she lives on Spence Road and has experienced previous evacuations. She shared her experience with viewing a fire truck being delayed access due to the narrow road.

Attorney Chris Jensen presented a copy of 2003 Daily Courier newspaper article in which the Yavapai County Office of Emergency Management stated that they considered the widening a critical priority due to high fire risk. He is proposing that the Board take the official position that as long as there are no road improvements, the camp should be limited to the current use only.

Fire Marshal Chase reiterated that the Board cannot take actions because there has not been a change in occupancy of the camp.

Chairman Rutherford stated that this may be a County issue if they are not utilizing the camp as it is currently zoned.

Resident (name inaudible) stated that he toured the facility about three months ago and there were people there for rehab purposes.

Paul Beck expressed concern for the large fuel source and limited resources to save Kingswood Subdivision in the event of a fire.

Joe Collings asked for a copy of Ms. Terry's letter; he was directed to contact Administration for public records.

Noel Campbell addressed the change of use. He explained that this is a church organization that can bring in people with domestic, drug abuse problems, etc. If there has been a use change, this is the time to review the property and require them to upgrade to meet fire code.

Julia Barnel stated that Wildwood Estates has become a Fire Wise Community within the last three years. She asked what the occupancy of homes in that area in 1960 when the road was developed. She asked if a second or third camp exit was required.

Marleen, resident of Pine Lakes, stated that there are over 300 homes in Pine Lakes and the main exit is Pine Lakes Drive. The alternative is Spence Road which has a locked gate. We would have to use that road in an emergency, but that probably would not work very well.

10. NEW BUSINESS

G. Discussion Regarding Emanuel Pines Camp and Road Access

Chief Freitag asked if we could pair up with Yavapai County and perform property inspections other than the annual inspection to determine if the use has changed. Fire Marshal Chase stated he would contact the County.

Fire Marshal Chase explained that the local building department and fire agency take part in the determination of the property use.

No action taken.

Chairman Rutherford recessed the meeting at 2:40 p.m.

Chairman Rutherford reconvened the meeting at 2:45 p.m.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

Chief Freitag provided Town of Prescott building permit information that Council

Member Stephen Marshal had previously provided by email.

B. The Compass

Chief Freitag provided each Board Member with a copy of The Compass and explained that it is Central Arizona Fire and Medical Authority's guiding document.

4. PUBLIC HEARING FISCAL YEAR 2016-2017 BUDGET

Chairman Rutherford declared the hearing open for public comment for the Central Yavapai Fire District Fiscal Year 2017 Budget at 2:48 p.m.

No public comments.

Chairman Rutherford closed the hearing at 2:49 p.m.

5. PUBLIC HEARING 2012 INTERNATIONAL FIRE CODE AMENDMENTS

Chairman Rutherford declared the hearing open for public comment for the International Fire Code amendments at 2:49 p.m.

No public comments.

Chairman Rutherford closed the hearing at 2:49 p.m.

7. 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 May 17, 2016
- B. Approve Executive Session Minutes of May 17, 2016
- C. Approve General Fund Financial Statements
- D. Approve Bond Debt Service Financial Statements
- E. Approve Intergovernmental Agreement for Apparatus Maintenance with Yavapai College

Clerk Page made a motion to approve Consent Agenda items A Through E. Board Member Jacobs seconded the motion. MOTION CARRIED

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

8. CORRESPONDENCE

A. Letters from the Public

Chairman Rutherford stated there were several letters thanking members for assisting other agencies.

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 the Strategic Planning will go through the CAFMA meeting. He mentioned that he spoke at the Arizona Federation of Republic Women's annual meeting with about 380 in attendance. This was an unexpected invitation as Governor Ducey had to cancel due to the Cedar Fire. Chief Freitag's presentation topic was on Arizona wildfires and was well received.

Chief Tharp mentioned we had received a few workers' compensation quotes and due to being dissatisfied with CopperPoint, we are changing to Benchmark with 7710 being the carrier. They provided a quote for Central Arizona Fire and Medical Authority (CAFMA) that was less than last year's quote for Central Yavapai. He stated that we will continue to review the workers' compensation pool as an option also.

9. OLD BUSINESS

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

Attorney Cornelius stated that there has been some discussion and correspondence. We do have a court date scheduled and are hoping for a resolution shortly.

10. NEW BUSINESS

A. Approve Resolution 2016-06 and Fiscal Year 2016-2017 Final Budget

Chairman Rutherford read a portion of Resolution 16-06 for the record:

A FORMAL RESOLUTION OF THE ELECTED BOARD OF THE CENTRAL YAVAPAI FIRE DISTRICT TO ADOPT THE FISCAL YEAR 2017 BUDGET OF \$14,553,133 TO ENCUMBER SUFFICIENT FUNDS TO COVER OUTSTANDING WARRANTS FROM THE PREVIOUS FISCAL YEAR, AND TO ENCUMBER ANY CARRYOVER AMOUNT EXCEEDING \$0 TO BE TRANSFERRED TO THE CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY'S CAPITAL RESERVE FUND FOR FUTURE CAPITAL EXPENDITURES.

Board Member Packard made a motion to approve Resolution 16-06. Board Member Steele seconded the motion. MOTION CARRIED

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

B. Approve Fiscal Certification Fiscal Year 2016-2017 Budget

Chief Tharp explained that the certification indicates that the Board is not expending more funds than the revenue source.

Attorney Cornelius confirmed that the certification is a requirement by A.R.S. §48-805.02.D.

Clerk Page made a motion to approve Certification for Fiscal Year 2016-2017 Budget. Board Member Jacobs seconded the motion. MOTION CARRIED

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

C. Approve Fiscal Year 2016-2017 Bond Repayment Tax Rate

Chief Tharp explained that there is a bond tax levy requirement of \$1,311,976 which includes the GADA 2005(A) bond, 2008(B) repayment, and the 2013 bond repayment obligations. The current bond rate is \$.2341 which is a reduction from last year. We have been budgeting 5% contingency with the expectation that there would be some unpaid property taxes. We are now at a surplus; therefore, allowing us to drop the tax rate slightly.

It was mentioned that bond rate is included in the total Fire District base tax rate on the property tax bills.

Board Member Steele made a motion to approve Fiscal Year 2016-2017 bond tax rate of \$.2341. Board Member Packard seconded the motion. MOTION CARRIED

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

D. Discussion and Possible Approval of Capital Reserve Fund Transfer to CAFMA in the Amount of \$6,508,697.35 to be Completed Prior to June 30, 2016

Chief Tharp stated that the transfer needs to be completed as of July 1, 2016 as CAFMA does not exist until July 1, 2016.

Clerk Page made a motion to approve the transfer of \$6,508,697.35 from the CYFD Capital Reserve Fund Account #6-60340-0000 to the Central Arizona Fire and Medical Authority Capital Reserve Fund Account #6-67340-2000 effective July 1, 2016. Board Member Steele seconded the motion. MOTION CARRIED

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

Chief Tharp stated that there will be another transfer to include all the outstanding tax funds collected this last month. This transfer will be to establish CAFMA.

E. Approve 2012 International Fire Code Amendments and Resolution 2016-05

Fire Marshal Chase explained that the Standards and sprinkler system requirements were amended to bring into alignment with Chino Valley Fire District.

Board Member Jacobs made a motion to approve 2012 International Fire Code Amendments as proposed and Resolution 2016-05. Clerk Page seconded the motion.
MOTION CARRIED

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

F. Approve J615 Investigation Policy; Approve Policy Amendments Effective July 1, 2016 New Joint Policy J407 Retirement and Deferred Compensation Benefits, New Joint Policy J408 Insurance and Related Benefits

Chief Freitag explained that the retirement and deferred compensation benefits were updated. All the policies will be presented to CAFMA in July.

Board Member Steele made a motion to approve Policy J615 Investigation Policy effective immediately and New Joint Policies J407 Retirement and Deferred Compensation Benefits and J408 Insurance and Related Benefits effective July 1, 2016. Board Member Packard seconded the motion. MOTION CARRIED

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

G. Discussion Regarding Emanuel Pines Camp and Road Access

No additional discussion.

H. Discussion and Possible Approval to Open Escrow for the Purchase of 54,750 square feet, a Portion of APN 103-60-001A, as described in the attached Preliminary Site Plan, in the Amount of \$98,812.50

Chief Freitag explained that the Capital Replacement Plan and current budget includes \$180,000 for the purchase of property. We used the layout from Station 50 for determining the size requirement. We approached Fain Signature Group with a price of

\$1.75 per square foot due to no current infrastructure. Chief Freitag mentioned that the statutory language required needs to be added to the contract, and there is a sentence regarding CCRs that needs to be removed.

Chairman Rutherford mentioned this was budgeted at \$180,000; however, the cost should come in under \$100,000.

Chief Freitag explained this property is for future growth with access to the Prescott Country Club and StoneRidge.

Chairman Rutherford stated that he has participated in some of the meetings; however, he has no involvement in this property.

Chief Freitag stated that senior staff has been reviewing this property for some time. The CAFMA Board will also have to approve this purchase as it will close under CAFMA. He explained that this property is on Old Black Canyon Highway.

Board Member Steele voiced concern on voting on this item as this information was just presented.

Chief Freitag mentioned that this item is in the current budget; the presentation was delayed due to time restraints.

Board Member Jacobs made a motion to bring this to the next Board meeting that would allow all board members to go to the site and review it.

Chief Tharp stated that if this item is tabled from the Central Yavapai Board meeting, this will not be on the future Board meeting because Central Yavapai will no longer has any input into purchasing the property. The purchase will fall under the jurisdiction of the CAFMA Board.

Chairman Rutherford confirmed Board Member Jacobs' motion.

Board Member Jacobs confirmed her motion to allow the Board time to review the property.

Clerk Page seconded the motion. MOTION CARRIED

AYES: Jacobs, Page, Steele

NAYS: Packard, Rutherford

Chief Freitag stated there will be a brief discussion with the CAFMA Board today and it will come back to the CAFMA Board in July for approval. He will inform Mr. Fain.

11. 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.

The Board was presented with Item 11.B. State Forestry Agreement in error. There was no discussion.

12. OLD BUSINESS CONTINUED

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

No discussion.

13. ADJOURNMENT

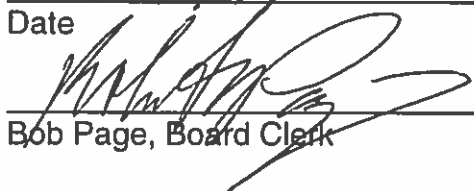
Board Member Packard made a motion to adjourn. Board Member Steele seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Rutherford, Steele

NAYS: None

Chairman Rutherford adjourned the meeting at 3:33 p.m.

7-19-16

Date


Bob Page, Board Clerk