

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY
BOARD OF DIRECTORS
REGULAR SESSION

August 16, 2016

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Chairman Rutherford called the Central Arizona Fire and Medical Authority (CAFMA) Board of Directors' meeting to order on Tuesday, August 16, 2016, at 4:48 p.m. at the Chino Valley Fire District - Station 61 - 1133 W Road 3 N - Chino Valley, Arizona.

Members Present: Board Chairman Steve Rutherford, Board Clerk Julie Pettit, Board Members Darlene Packard, and Bob Page

Members attending telephonically: Board Member Dave Dobbs

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.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

No presentation made.

4. CALL TO THE PUBLIC

Chairman Rutherford opened the meeting for public comments.

There were no public comments.

5. CONSENT AGENDA

All matters listed under Consent Agenda are considered to be routine by the Central Arizona Fire and Medical Authority 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 - July 19, 2016

B. Approve Executive Session Minutes - July 19, 2016

C. Approve General Fund Financial Statements

- D. Approve Mutual Aid Intergovernmental Agreement with Williamson Valley Fire District (Approved 6/21/2016 in error)
- E. Approve Intergovernmental Agreement for Apparatus Maintenance with Williamson Valley Fire District (Approved 6/21/2016 in error)
- F. Approve Fire Protection Agreements: Acosta; Anderson; Ayala (2); Baker; Beasley; Bedolla; Blair; Braaten; Bushaw; Christopherson (3); Cole; Collins and Hegeman; Cox and Spellins; Crane; Crowder; Cunha; Curtis; Davis; Docimo; Donahue; Dow (2); Eck; Eschbach; Frankel; Frutiger (2); Gabbert; Geisler; Goodwin; Gordon; Gordon; Graham; Guadarrama; Patton; Hartmann; Harmon; Hayes; Hefner; Herman and Phillagaum; Holvey; Herrold; Hoover; Howell; Hurtado; Iron Springs Club Inc.; Johnson; Douglas and Anita Jones; Stephen Jones; Trevor Jones; Karstadt; Kontz; Kreger; LaRose, Lentz; Lesnick and Ohsiek; Long; Martens; Melendez; Miller; Molina; Morgan; Ocampo (2); Ortega; Ottaviano; Bill Owens; Earl Owens; Owensby; Pacheco; Parins; Petty; Porco; Edgar and Elizabeth Rocha; Rocha and Martinez; Reyes and Raquel Rocha; Sanchez; Sartor; Schaible; Schuster; Scott; Seamore; Snook; Steiger; Dennis and Deborah Taylor; Jennifer and Derek Taylor (2); Sheri Taylor; Torget; Townsend; Tuite and Henderson; Weir; Willer; Williams; Wright and Myrick; Woodard; Wusich

Board Member Page made a motion to accept the Consent Agenda items 5A through F. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Page, Pettit, Rutherford

NAYS: None

Attorney Cornelius mentioned that the consent agenda items: D. Approve Mutual Aid Intergovernmental Agreement with Williamson Valley Fire District (Approved 6/21/2016 in error) and E. Approve Intergovernmental Agreement for Apparatus Maintenance with Williamson Valley Fire District (Approved 6/21/2016 in error) documents were not included in the packet. He had additional negotiations with counsel for Williamson Valley, and they have approved the changes that we have requested. He recommended these items be removed from the consent agenda and that the Board approve them so that they may be signed upon receipt.

Board Member Packard made motion for Items D. and E. of the consent agenda to be removed and be approved for signature. Board Member Page seconded. MOTION CARRIED

AYES: Dobbs, Packard, Page, Pettit, Rutherford

NAYS: None

6. CORRESPONDENCE

- A. Letters from the Public

Chairman Rutherford mentioned there were several very nice letters received. Chief Freitag also expressed appreciation of those taking time to write thank you notes.

B. Monthly Division Reports from the Fire Chief and staff in regard to current activities of the Fire Authority and the status and progress relating thereto

Chief Freitag explained that he has been very busy with requests that have required a significant amount of his and the Attorney Cornelius's time. Chief Freitag mentioned that he met with Citizen Tax Committee (CTC) representatives and was able to answer their questions and clarify some public comments regarding our organization. He stated that it was good dialogue, and he appreciated the opportunity to have civil discourse.

Chief Freitag stated there was a very good chiefs' meeting with Prescott Regional Communications Center (PRCC) where Prescott Police Chief and Prescott Fire Chief both recommended an external audit of PRCC. They also discussed changing the IGA format to a joint powers authority; this will take time. Chiefs Black and Light are in agreement. Police chiefs from Prescott Valley and Prescott along with Prescott Fire Chief Light and Chief Freitag had a meeting to build the partnership with the emergency response agencies and to welcome Prescott Police Chief Black.

Chief Freitag mentioned that this was the first year that Prescott Valley Police Chief Jerrell and Chief Freitag rode together on National Night Out. He noted that residents in Prescott Country Club asked when the station would be built in the StoneRidge area.

Chief Tharp explained that this is the first month that CYFD and Chino Valley Fire District will be transferring their tax and contract revenue to CAFMA. Those consent agenda items will appear monthly. We have to maintain a net operating capital in order to cover monthly operating expenses of \$1.6 million. We do not receive a huge tax collection until October/November and then again in April/May. He also mentioned that the County Treasurer's office wants to verify that we are processing our funds appropriately.

Fire Marshal Chase mentioned that it was nice to see an appreciation letter for our new Fire Inspector Chuck Dowdy. Members of the Board of Appeals were sworn in.

Board Member Packard mentioned that she appreciates the assistance with setting up the Healing Field flags; they also need to come down at on September 16th at 5:30 pm.

Board Member Packard asked for clarification on how PRCC bills the agency. Chief Polacek stated that it is unclear how bills are calculated. We were receiving bills listed as capital items; however, they were normal operating expenses. This is where the conversation regarding the outside audit began. The initial agreement was to be charged about \$23 - \$25 per call. PRCC is billing their monthly expenses.

Chief Freitag stated that per the agreement, the bill is supposed to be calculated at a per call price. We have been unsuccessful in obtaining clarification from Prescott's finance department. This is why Chiefs Black and Light are recommending the outside audit.

Chief Polacek explained that the bills vary month to month, but we do not exceed our budget. We budget an extra 5% for potential call volume increase. Another issue is that PRCC set their fee in January, and it was changed 3 times by May. We had enough in the budget to pay for the increases; however, the changes came months after the cost was set. The price varied due to personnel and other changes.

Chief Polacek stated that TriTech's products fit our needs. All partners will be paying for the capital expense. Chief Polacek mentioned that we should be able to start moving forward in about 6 months with final implementation anticipated for about 18 months.

Chief Bliss informed the Board that Fleet Services Manager Scaife is working on specifications for a ladder truck, two Type 1 engines, and a Type 3 engine. He received preliminary prices from Houston-Galveston Cooperative Purchasing Program (H-GAC) and the pricing will be presented to the Board in September.

Chief Freitag explained that CYFD or Battalion 3 has had a capital replacement schedule in place for many years and this apparatus has been on the schedule for quite some time. There has been apparatus identified in Chino Valley or Battalion 6 that needs to be replaced. The Chino Valley Board opted to refinance the outstanding bonds and let out \$1.5 million in new bond proceeds to purchase some of this larger equipment. The ladder company and Type 1 engine were previously budgeted for CYFD; they are just coming due this year. Chino Valley has identified a Type 1 and Type 3 which must remain in Battalion 6 due to being purchased with bond funds. Chief Freitag mentioned that records are kept to identify which agency is making these purchases in order to divide equipment in the event of dissolution of the Authority.

7. OLD BUSINESS

A. 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 - Funding for Property to be Donated by Univest

Chief Freitag informed the Board that with their prior approval Board Member Page, Chairman Rutherford, Chief Bliss, and he met with Mr. Lowe with Univest and discussed property available in the StoneRidge area. Mr. Lowe offered to purchase the Fain property in question for the Agency. There is a possibility that we will be required to pay the closing cost of about \$2,000. He feels the best course of action is to move forward with the contract and Mr. Lowe would write the check to Pioneer Title for the escrow.

Chairman Rutherford stated that Mr. Lowe was extremely generous with this donation in addition to supporting other firefighter charities. He also thanked

Prescott Valley Community Development Director Mr. Parker for his assistance. Mr. Lowe sees the need for having a fire station in this area.

Chief Freitag mentioned that Mr. Lowe was in support of the Fain Group and stated the property was listed at a very fair price. He also expressed appreciation for Mr. Park. Additionally, Univest has already met with the Firefighter Angel Program.

Board Member Page made a motion to approve opening escrow for the purchase of 54,750 square feet, a portion of APN 103-60-001A, as described in the attached preliminary site plan – funding for property to be donated by Univest. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Page, Pettit, Rutherford

NAYS: None

8. NEW BUSINESS

A. Discussion and Possible Approval of Excess Casualty Insurance Policy with NFP Property & Casualty Services Inc.

Chief Freitag explained that in the wake of the Yarnell incident CYFD was actively seeking additional insurance coverage; however, we were unable to obtain quotes. Chino Valley was also seeking additional coverage. Since the Yarnell suits are over, Weber's Insurance was able to obtain one quote. They will only offer \$10 million until there is additional history with CAFMA. He asked the Board if this is something they wanted to consider.

Chief Tharp mentioned that the current policy is for \$1 million with maximum \$10 million aggregate coverage. We were tagged on the \$120 million Yarnell Hill lawsuits. The Agency is liable if we lose a suit that is above the current \$11 million insurance policy. He stated that the Board asked for additional coverage due to the Yarnell incident. This is all we have to offer at this time.

Chief Tharp explained that CAFMA has a \$22 million budget and CYFD has a 10-year history with American Express. However, American Express denied CAFMA's application for credit due to CAFMA not having a credit history. If Chino had applied for the additional coverage, they may have received more bids. He explained that there are other insurances including workers' compensation that are affected by Yarnell.

Board Member Packard made a motion to approve excess liability insurance policy in the amount of \$10,000,000 with NFP Property & Casualty Services, Inc. for a cost of \$10,000. Board Member Page seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Page, Pettit, Rutherford

NAYS: None

Chairman Rutherford confirmed that the policy can be bound at any time.

Chief Tharp explained that this is an unbudgeted item; therefore the motion

should state that contingency funds are being expended for this cost.

Board Member Packard amended the motion to include funding is coming from the contingency line item of the budget. Board Member Page seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Page, Pettit, Rutherford

NAYS: None

B. Discussion and Direction Regarding Request for Qualifications (RFQ) for Architectural Services for 8603 E. Eastridge

Chief Freitag explained that the Board had provided direction for him to request qualifications for architectural services for the Eastridge property. A list of architects from Yavapai County Registrar of Contractors was used and 6 architects were invited to submit qualifications and tour the facility. We only received one submittal from Michael Taylor Architects. Chief Freitag expressed concern with the perception of potential conflicts with Michael Taylor in that relatives of our current employees are employed with him. Chief Freitag stated he did not believe we are doing our due diligence with only one applicant. He asked for the Board's direction to expand our search to try to get a minimum of three.

Attorney Cornelius suggested completing a statewide search and recommended contacting the Board of Technical Registration for a list of architects. For the record, Attorney Cornelius stated that his wife is employed by the Board of Technical Registration.

Chairman Rutherford stated that he has no problem with Michael Taylor; however, he does agree that we should request additional qualifications.

Chief Freitag confirmed that he updated Mr. Taylor. Chief Freitag explained that he modified the date of the RFQ and removed the Lead Certification requirement.

C. Approve Policy Amendments: 191 News Media Relations, 200 Hiring and Promotional, 209 Volunteer Fire Corps Program; 221 Full Time Firefighter Preliminary Promotional Requirements; 720 Public Service

Chief Freitag explained that these policies have a few minor updates. The media policy was updated for CAFMA, and we now have a public information group we work with.

Clerk Pettit made a motion to approve policy amendments: 191 News Media Relations, 200 Hiring and Promotional, 209 Volunteer Fire Corps Program; 221 Full Time Firefighter Preliminary Promotional Requirements; 720 Public Service. Board Member Dobbs seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Page, Pettit, Rutherford

NAYS: None

9. VOTE TO GO INTO EXECUTIVE SESSION

A. Legal Advice Pursuant to A.R.S. § 38-431.03(A)(3) Related to Allegations Raised by Members of the Public and/or Elected Officials

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

AYES: Dobbs, Packard, Page, Pettit, Rutherford
NAYS: None

Chairman Rutherford recessed to go into Executive Session at 5:36 p.m.

Board Member Page made a motion to reconvene into Open Session. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Page, Pettit, Rutherford
NAYS: None

Chairman Rutherford reconvened into Public Session at 6:20 p.m.

10. OLD BUSINESS CONTINUED

A. Discussion and Possible Action Related to Allegations Raised by Members of the Public and/or Elected Officials

Attorney Cornelius was directed to proceed as discussed in Executive Session.

11. ADJOURNMENT

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

AYES: Dobbs, Packard, Page, Pettit, Rutherford
NAYS: None

Chairman Rutherford adjourned the meeting at 6:20 p.m.


Clerk _____ Date 9/20/16