

## MINUTES

**Central Arizona Fire and Medical Authority  
Central Arizona Fire and Medical Authority Board of Directors  
Regular Meeting**

**Tuesday, April 18, 2017, 5:30 pm - 6:30 pm**

**Central Arizona Fire and Medical - Station 61 - 1133 W Road 3 North - Chino Valley**

**In Attendance:**

Darlene Packard; Dave Tharp; Jeff Wasowicz; Julie Pettit; Laura Mowrer; Matt Zurcher;  
Nicolas Cornelius; Scott A Freitag; Susanne Dixon

**Not In Attendance:**

Dave Dobbs

### NOTICE OF MEETING

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Central Arizona Fire and Medical Authority Board of Directors and the general public that the **Central Arizona Fire and Medical Authority will hold a meeting open to the public on Tuesday, April 18, 2017 at 5:30 p.m. The meeting will be held at the Central Arizona Fire and Medical Authority - Station 61 - 1133 W Road 3 N - Chino Valley, Arizona.** The Board may vote to go into Executive Session on any agenda item, pursuant to A.R.S. §38-431.03(A)(3) for discussion and consultation for legal advice with Authority's Attorney on matters as set forth in the agenda item. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

**Chair Pettit called the Central Arizona Fire and Medical Authority Regular Session meeting to order on April 18, 2017 at 6:02 p.m. Board quorum present.**

2. PLEDGE OF ALLEGIANCE

**Chair Pettit led the Pledge of Allegiance.**

3. PRESENTATIONS

A. Prescott Valley Town Council Report

**Prescott Valley Town Councilman Grossman mentioned that the Town has amended their rules regarding cul-de-sacs; the requirements match Arizona. He also reviewed the Glassford Hill Road widening project.**

B. Board Members' Reports

**Director Wasowicz explained that Board members toured the Prescott Regional Communications Center (PRCC) and mentioned that the dispatchers use 7 monitors. He said it was good to see the center firsthand. He stated that the monthly billing was a little higher than usual with overtime costs due to PRCC still trying to staff 4 or 5 positions. He believes the new contract will address billing issues. Director Wasowicz stated that he heard great reports from participants of Fire Ops 101.**

**Attorney Cornelius stated he is working on PRCC contract, and it will be sent to the City of Prescott for review.**

**Director Zurcher informed the Board that Central Yavapai Fire District received invoices for legal fees related to the ACE drainage issue totaling \$6,800. He provided an update on public records requests and mentioned that we have had more requests this month compared to last.**

**Chair Pettit mentioned that Director Dobbs is working with Labor; however, he is currently on a wildland fire assignment.**

**C. Freedom of Information Act (FOIA) Requests by Attorney Cornelius**

**Attorney Cornelius explained that he has been reviewing the records request form and process. We have been receiving requests via email, and they are requesting the records be emailed to them. He stated that the form and process is being amended to allow for emailing some documents and the statutes are being added for clarification. He also mentioned that State statute does not indicate a specific timeline for documents to be released - they should be processed in a timely manner. The turnaround time depends on what is required to obtain the records, for example a recent request requires the review of over 1,200 emails.**

**Chair Pettit asked Director Zurcher to verify that items are responded to in a timely manner or provide feedback as to the delay and also to review Agency costs.**

**Attorney Cornelius explained that additional fields are being added for tracking, and he does not know of any significant delays in responding to requests. He stated that we are verifying that the person picking up the records is the same as the requester, and we are documenting when records are given including a return receipt request on emails.**

**4. CALL TO THE PUBLIC**

Those wishing to address the Central Arizona Fire and Medical Board need not request permission in advance. However, we ask that you complete a Call To Public Form for the record. The Board is not permitted to discuss or take action on any item raised in the Call to the Public due to restrictions of the Open Meeting Law; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or the matter may be placed on a future agenda. Individuals may be limited to speak for three (3) minutes with a total of 30 minutes allotted for Call to the Public per meeting.

**Chair Pettit 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 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 - March 21, 2017

B. Approve Executive Session Minutes - March 21, 2017

C. Approve Special Session Minutes - April 4, 2017

- D. Approve Executive Session Minutes - April 4, 2017
- E. Approve General Fund Financial Statements
- F. Approve Fire Protection Agreements: Nissel, Rice
- G. Approve Fire Apparatus Maintenance and Repair Intergovernmental Agreement with Copper Canyon Fire and Medical Authority

**Attorney Cornelius advised the Board that he has previously represented Copper Canyon Fire and Medical Authority; however, he drafted this agreement on behalf of CAFMA.**

**Motion to approve Consent Agenda as read.**

Move: Matt Zurcher Second: Darlene Packard Status: Passed

Yes: Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

## 6. CORRESPONDENCE

### A. Letters from the Public

**Chief Freitag mentioned the letter received from AZ DPS regarding CAFMA personnel attending a training session with multiple agencies and how that training greatly improved the service provided during a recent emergency response.**

### 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 provided the Board with an update regarding public records requests and stated that a recent request came in prior to allowing email responses. He explained that there were no chief officers available to provide clearance to email; therefore, the records were released as per policy. A few days later another email request was presented and a Chief was available to provide guidance allowing for email distribution. This policy is being revised to allow for some records to be released via email.**

**Chief Freitag mentioned that in recent weeks he has received several phone calls from elected offices and the public providing support for CAFMA and its members.**

**Director Zurcher mentioned that he attended Fire Ops 101, and he recognizes how physically and mentally fit firefighters have to be during calls such as EMS, smoke, extrication, etc. He expressed gratitude to be able to attend.**

**Chief Freitag mentioned that what seems ordinary to our members is extraordinary to the public. A good example was a recent code save in which an off-duty firefighter stopped on their way to work to perform CPR. The engine crew then arrived, the patient was transported, and is now back home. This is one example of how early CPR can save a life. He mentioned that we also offer CPR training.**

**Chief Freitag thanked Warehouse Manager Trujillo for making the extra effort to contact Phoenix Fire to see if they could use some EMS supplies that would soon expire. He was able to save the Agency \$1,000.**

**Chief Tharp mentioned that our health insurance pool is increasing and will assist organizations state wide.**

**Fire Marshal Chase provided a listing of upcoming events; mentioned that Chick-fil-A will break ground on May 1; and stated there will be some press releases soon including one regarding our improved ISO Rating.**

**Chief Bliss mentioned that 6 agencies want to join our purchasing program; we save about 40% and receive 5% to cover the administration costs.**

**Chief Freitag stated that prior to CAFMA paramedics would receive a stipend to attend training. We are now able to provide in-house paramedic refresher training for our members and others; therefore, reducing our training costs and bringing in approximately \$17,000 in revenue.**

## 7. NEW BUSINESS

### A. Discussion and Possible Approval of Jason Nolan's Request for Residency Deviation

**Chief Freitag explained that Captain Nolan is asking for a variance to move to northern Phoenix.**

**Motion to approve Jason Nolan's request for residency deviation.**

Move: Darlene Packard Second: Matt Zurcher Status: Passed

Yes: Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

### B. Discussion and Possible Action Regarding the Selection of the Contractor and Awarding Bid as Per the Request for Proposal (RFP) for the Remodel of the Property at 8603 E. Eastridge Drive

**Chief Freitag informed the Board of the bid amounts; all bids are within the anticipated range. It was mentioned that Haley Construction presented questions to the architect; those responses were given to all bidders.**

## 8. VOTE TO GO INTO EXECUTIVE SESSION

**Chair Pettit asked that agenda items be taken out of order in consideration of those in attendance.**

### A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Contract Negotiations for the Selection of the Contractor and Awarding Bid for the Remodel of the Property at 8603 E. Eastridge Drive

**Motion to go into Executive Session regarding legal advice for contract negotiations at 6:48 pm.**

Move: Matt Zurcher Second: Darlene Packard Status: Passed

Yes: Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

## 9. NEW BUSINESS CONTINUED

**Motion to reconvene into public session at 7:12 pm.**

Move: Darlene Packard Second: Matt Zurcher Status: Passed

Yes: Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

- A. Discussion and Possible Action Regarding the Selection of the Contractor and Awarding Bid as Per the Request for Proposal (RFP) for the Remodel of the Property at 8603 E. Eastridge Drive

**It was explained that the bid submissions were for the base project and two alternatives were included for replacing existing light fixtures with LED and providing a masonry wall where the garage doors are being removed in lieu of wood frame.**

**Bill Haley with Haley Construction informed the Board that they anticipate the job to take about 120 days after contracts are prepared; they will provide a schedule.**

**Director Wasowicz informed the Board that to his best knowledge Fain Signature Group has not used any of the three bidders; therefore, he does not have any conflicts.**

**Mr. Haley mentioned that there are some options that might save time and costs such as the front tiled area or the concrete work; those items can be reviewed.**

**Chief Freitag mentioned that due to the foam roof and its warranty, contractors will need to coordinate some items.**

**Motion to approve Haley Construction bid for remodeling the property at 8603 E. Eastridge Drive in an amount not to exceed the bid price of \$450,500 additionally accept to consider the Alternatives 1 and 2: Alternative 1 for \$14,730 for the lighting and Alternative 2 for \$3,700 for masonry work to be considered as an option pending consideration of the APS grant.**

Move: Darlene Packard Second: Jeff Wasowicz Status: Passed

Yes: Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

10. VOTE TO GO INTO EXECUTIVE SESSION CONTINUED

**Motion to go back into Executive Session at 7:27 pm.**

Move: Matt Zurcher Second: Darlene Packard Status: Passed

Yes: Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

- A. Legal Advice Pursuant to A.R.S. § 38-431.03(A)(3) Regarding Attorney Cornelius' Follow-up to Chief Freitag's Complaint
- B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Related to Reserve Pension Fund Article
- C. Personnel Matter Pursuant to A.R.S. §38-431.03(A)(1) Related to Chief Freitag's Contract Negotiations

11. OLD BUSINESS

**Motion to reconvene into Public Session at 8:10 pm.**

Move: Matt Zurcher Second: Darlene Packard Status: Passed

Yes: Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

- A. Discussion and Possible Action Regarding Attorney Cornelius' Follow-up to Chief Freitag's Complaint

**Attorney Cornelius advised that Board that he spoke with Attorney Pilch on behalf of Director Jacobs, and he will advise the Board once he receives written response and documents from Director Jacobs.**

**Chair Pettit stated that she wants this concluded by the end of May, and she confirmed that she will be copied on Director Jacobs' communications.**

- B. Discussion and Possible Action Related to Reserve Pension Fund Article

**No action necessary.**

12. NEW BUSINESS CONTINUED

- A. Discussion and Possible Action Related to Chief Freitag's Contract Negotiations


**The Board will take the information under advisement and discuss at a later date.**

13. ADJOURNMENT

**Motion to adjourn at 8:13 pm.**

Move: Matt Zurcher Second: Darlene Packard Status: Passed

Yes: Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

  
Clerk \_\_\_\_\_ Date 5/16/12