

## MINUTES

**Central Arizona Fire and Medical Authority  
Central Arizona Fire and Medical Authority Board of Directors  
Regular Meeting  
Tuesday, July 25, 2017, 4:30 pm - 6:00 pm  
Central Arizona Regional Training Academy, 9601 E. Valley Road, Prescott Valley,  
Arizona**

### **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, July 25, 2017 4:30 p.m.** The meeting will be held at the **Central Arizona Regional Training Academy, 9601 E. Valley Road, Prescott 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**

**Board Chair Pettit called the Central Arizona Fire and Medical Authority Regular Session to order on July 25, 2017 at 4:51 p.m.**

### **2. PLEDGE OF ALLEGIANCE**

**Chair Pettit asked Captain Lys to lead the recitation of the Pledge of Allegiance.**

### **3. PRESENTATIONS**

#### **A. Prescott Valley Town Council Report**

**Prescott Valley Town Council representative was not available.**

#### **B. Board Members' Reports**

**Director Wasowicz stated that he met with Chief Polacek, and we ended the fiscal year at approximately \$36,000 below budget for Prescott Regional Communications (PRCC) expenses despite having prepaid some of the power system costs and overtime pay. The most recent bill is inline with the expected trend. There will be a stakeholder's meeting on August 10th.**

**Director Zurcher reviewed the public records requests, and stated that the legal fees will listed in future.**

**Attorney Cornelius explained that based on recent training, the subject matter related to Board Member reports should be agendaized in case the Board wishes to discuss the items.**

#### 4. CALL TO THE PUBLIC

Those wishing to address the Central Arizona Fire and Medical Authority 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.

**Board 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 - June 27, 2017
- B. Approve Executive Session Minutes - June 27, 2017
- C. Approve Joint Session Central Yavapai Fire District, Chino Valley Fire District, and Central Arizona Fire and Medical Authority Minutes - June 27, 2017
- D. Approve General Fund Financial Statements
- E. Approve Fire Protection Agreements: Boyer, Ray

**Attorney Cornelius informed the Board that Item C. Approve Joint Session Central Yavapai Fire District, Chino Valley Fire District, and Central Arizona Fire and Medical Authority Minutes - June 27, 2017 should be removed from the Consent Agenda as Central Yavapai Fire District Director Steele asked that the minutes be withdrawn and amended to reflect additional detail regarding his remarks.**

**Motion to approve Consent Agenda Items A, B, D, and E.**

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

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

#### 6. CORRESPONDENCE

- A. Letters from the Public

**Chief Freitag mentioned a thank you letter received from Sheriff Mascher regarding the work performed by the Technical Services Manager Ogden and Technicians Legge and Frazier ensuring proper communications during the Goodwin Fire.**

- 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 added that senior staff and Chief Feddema met with the Mayer Fire District Board Chairman and Interim Fire Chief. Chief Freitag explained that we have a mutual aid agreement that allows for us to send resources to assist. The County Supervisors and other leaders have asked if there is anything our organizations can do to assist Mayer Fire. Chief Freitag explained that we are on a fact finding mission, and there are no preconceived notions as to what can or cannot happen. Chief Freitag will provide the Board with a report of the findings.**

**Chief Tharp thanked the Board Members for attending the AFDA Conference, and mentioned that all Board members have attended their statutorily required training.**

**Chief Polacek mentioned that initially we were not able to respond to Mayer for assistance due to incidents within our jurisdiction; however, once resources were available, we did respond.**

**Fire Marshal Chase stated that August 1st is National Night Out, and Fire Prevention will be seeking to hire a fire inspector as we are down one.**

**Chief Freitag stated that Chief Feddema has been very active assisting Mayer Fire District and the battalion chiefs with formulating future swift water rescue response plans as he is a swift water rescue instructor.**

## 7. NEW BUSINESS

- A. Discussion and Possible Action Regarding Moving Monthly Board Meetings to the Fourth Monday or Tuesday of the Month

**Chair Pettit explained that she was present at the Central Yavapai Board meeting and heard their discussion. She voiced her preference for Monday as she represents Chino Valley on the CAFMA Board, and they are trying to encourage more involvement with Chino Valley Town Council. Their meetings are on the 2nd and 4th Tuesdays of the month, and it would be counterproductive to hold our Board meetings on the 4th Tuesday if neither party could attend the others meetings. She mention that the CYFD Board also had concerns about the meeting start times. She suggested that the Chino Valley meeting start earlier at 4:00 p.m., CAFMA start at 4:30 p.m., and then Central Yavapai could start at 5:30 p.m. to allow as much time as they need.**

**Directors Zurcher and Wasowicz were in agreement.**

**Chief Freitag mentioned that Chino Valley meetings were initially on Thursday; however, were moved to Tuesdays with CAFMA and Chair Dicus has a conflict with Tuesdays. She can call in to participate in the meeting; however, it is more difficult with the times fluctuating.**

**Attorney Cornelius stated that CYFD had agreed to Tuesdays at 4:00 pm.; that will have to be revisited if this Board approves Mondays.**

**Director Zurcher stated Monday would assist Chino Valley Council representatives.**

**Motion to approve the monthly meetings be moved to the 4th Monday with CAFMA to start at 4:30, with the suggestion that Chino start at 4:00, and Central Yavapai start at 5:30, and continue the rotation as it is set with the rotation between Chino and Prescott Valley knowing that when the Admin building is up and running, we'll change it.**

**Chief Freitag stated that CYFD Director Jacobs mentioned that she is an elected official to the GOP party or something. He stated he received a phone call from the representative of Yavapai County Republic Women, advising him that the 4th Monday conflicts with their meetings. He stated that he does not know if that was what Director Jacobs was referring to or not.**

**Chair Pettit stated that she did hear that; however, that is an extra curricular activity and is not an elected position within the community at large.**

**Chief Tharp clarified that this will not occur in August; it will need to be placed on the August agenda.**

**Staff was directed to place this item with a list of factors that were considered on the August agendas.**

**Move: Darlene Packard Second: Matt Zurcher Status: Passed**

**Yes: Julie Pettit, Jeff Wasowicz, Matt Zurcher**

**B. Discussion and Possible Action Regarding AMR Response**

**Chief Freitag explained that at the last meeting the Board elected to draft a response to AMR's letter concerning Chief and the Agency. He mentioned that we are starting a process of filing complaints with the State based on AMR's response, and explained that other agencies in the state are experiencing similar issues; however the State's response was that they were not aware of any issues, nor were they given an opportunity to try and resolve them. Chief Freitag explained that incidents with a 30 minute or more response or incidents of concern with a quicker response will trigger a state complaint. Chief Freitag stated that the Sam's Club call was reported, and we provided this information to the local AMR representative both verbally and in writing.**

**Chair Pettit stated that she had asked Chief Polacek for the last 12 examples, and she will include those in her draft for the Board; this should be completed next week. Captain Niemynski will provide documentation to Chair Pettit. Chief Freitag mentioned that there was a delayed call with the ambulance when they got stuck in the mud; that incident will not be included.**

**C. Overview of Fiscal Year 2016-2017 Goals and Objectives**

**Chief Freitag provided a brief overall of some of the goals and stated that we have done a good job of completing items. There are notations included for ones that have not been completed.**

**Director Packard asked for status on the Board Policies and Procedures - Chief Freitag explained that the Board Policies and Procedures Goal is in the Fiscal Year 2017-2018 Goals and Objectives**

**Chair Pettit expressed her appreciation of a job well done.**

D. Discussion and Possible Approval of Policy 403 Leave Benefits Amendment

**Chief Freitag explained that the portion of this policy related to returning from Wildland assignments has been moved to the Standard Operating Guidelines (SOG) Manual.**

**Motion to approve the amended Policy 403 Leave Benefits.**

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

E. Discussion and Possible Approval of Lease Agreement with Prescott Valley Police Department

**Chief Freitag explained that this agreement is for the Prescott Valley Police Department leasing the gray space in the new Administration building for storage and Attorney Cornelius has reviewed this agreement.**

**Motion to approve Lease Agreement with Prescott Valley Police Department.**

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

F. Discussion and Possible Approval to Purchase Lifepak 15 Heart Monitor and Accessories in the Amount of \$38,367.44

**Captain Niemynski explained that these are the heart monitors that we carry on the engines. This purchase is part of the capital replacement plan, and will allow us to place the new unit on the engine and keep the older unit for a spare.**

**Motion to approve the purchase of Lifepak 15 heart monitor and accessories in the amount of \$38,367.44.**

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

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

8. VOTE TO GO INTO EXECUTIVE SESSION

**Chief Tharp left the meeting.**

**Motion to go into Executive Session at 5:25 p.m.**

Move: Darlene Packard Second: Matt Zurcher 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 and Director Jacobs' Response

9. OLD BUSINESS

**The Board returned to Public Session at 6:01 p.m.**

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

**Chair Pettit instructed Attorney Cornelius to make the correspondence that was received from Director Jacobs part of the public record.**

**Attorney Cornelius instructed staff to make the response part of public record.**

**Chair Pettit stated that we also concur with the writing of a response according to the outlined bullet points that were discussed. Attorney Cornelius is to follow up to see if there is a possibility to have a meeting with Director Jacobs and her Attorney, Carol Pilch.**

10. ADJOURNMENT

**Motion to adjourn at 6:02 p.m.**

**Move: Darlene Packard Second: Jeff Wasowicz Status: Passed**

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



**Board Clerk / Date**