

## MINUTES

**Central Arizona Fire and Medical Authority  
Central Arizona Fire and Medical Authority Board of Directors  
CA Special Meeting**

**Monday, April 16, 2018, 10:00 am - 11:00 am**

**Central Arizona Fire and Medical Authority, Administration - 8603 E Eastridge Dr., Prescott Valley**

### **In Attendance**

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

### **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 **Monday, April 16, 2018 at 10:00 a.m.** The meeting will be held at **Central Arizona Fire and Medical Authority, Administration, 8603 E. Eastridge Drive, 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

**Clerk Packard called the Special Central Arizona Fire and Medical Authority Board meeting to order on April 16, 2018 at 10:04 a.m. Board Chair Pettit and Attorney Cornelius attended telephonically.**

#### 2. PLEDGE OF ALLEGIANCE

**Clerk Packard led the Pledge of Allegiance.**

#### 3. CALL TO THE PUBLIC

A.R.S. §38-431.01(H) states: A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

In accordance with A.R.S. §38-431.01(H) and as a matter of policy, the Central Arizona Fire and Medical Authority Board has decided to allow public comments as time permits. Therefore, those wishing to address the Board regarding an issue within the jurisdiction of this public body may do so in an orderly manner that includes completing a Call to the Public Form and submitting it to staff for the record. If a written statement is being read, please provide a copy to ensure it is entered into the record accurately. Individuals will be limited to speak for three (3) minutes and Call to the Public shall not exceed 30 minutes per meeting.

**Clerk Packard opened the meeting for public comments after Item 5.B.**

**There were no comments.**

4. VOTE TO GO INTO EXECUTIVE SESSION

- A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Chief's Contract Term Regarding Indemnification
- B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Request for Proposal (RFP) for IT Audit

**Motion to go into Executive Session at 10:06 a.m.**

Move: Dave Dobbs Second: Matt Zurcher Status: Passed

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

5. OLD BUSINESS

**Motion to go back into Public Session at 10:42 a.m.**

Move: Jeff Wasowicz Second: Matt Zurcher Status: Passed

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

- A. Motion, Discussion, and Action Regarding Chief's Contract Term Regarding Indemnification

**Motion pursuant to the indemnification clause in the Chief's contract that the authorization for reimbursement payment to the Chief be made in the amount of \$5,687.50.**

Move: Julie Pettit Second: Matt Zurcher Status: Passed

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

- B. Motion, Discussion, and Action Regarding Request for Proposal (RFP) for IT Audit

**Chief Freitag explained that we received three responses from the request for proposal related to the IT Audit. He stated that an uninterested third party expert assisted in the review process.**

**Chief Freitag provided an overview of the proposals that were received.**

**Securance Consulting based in Florida provided a bid of \$28,393. They were nonspecific; they did not state who would be completing the work. The bid doesn't target our specific issues.**

**Integrated System Diagnostics based in Florida provided an audit bid of \$64,500 plus \$5,696 for travel expenses. They are a good company that works globally, and their principal would be performing the work; however, their approach is to apply a general business standard, which may not fit our organization.**

**Kingston Business Solutions provided a bid of \$42,775. Representatives Philip Reid and James Makela were present; they are based in Prescott. Their bid contained more than what was requested; there is an additional site that will need to be reviewed. Their bid was specific to each item that was requested, and a matrix was provided on how the work would be conducted. The bid was tailored specifically for the Agency and includes additional recommendations with specific pricing. Chief Freitag asked the Board to consider utilizing Kingston's services next fiscal year for additional work if they approved this bid. Chief Freitag recommended Kingston's bid of \$42,775.**

**Chair Pettit stated that she reviewed all three bids and does not have any questions; she's in favor of Kingston. Director Wasowicz also stated he reviewed all of the proposals.**

**Motion to approve the Kingston proposal in the amount of \$42,775.**

Move: Jeff Wasowicz Second: Julie Pettit Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz

Abstain: Matt Zurcher

6. ADJOURNMENT

**Motion to adjourn at 10:51 a.m.**

**Move: Dave Dobbs Second: Matt Zurcher Status: Passed**

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

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Clerk / Date

**Signature indicating approval on next page**

**Signature Page For: 2018 04 16 CAFMA Special Minutes-Approved.pdf - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 5/24/2018**

A handwritten signature in black ink, appearing to read "Darlene Packard". The signature is written in a cursive style with a large initial "D" and a distinct "P".

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Darlene Packard , Board Clerk      05/25/2018