

MINUTES

**Central Arizona Fire and Medical Authority
Central Arizona Fire and Medical Authority Board of Directors
CA Regular Meeting
Monday, April 23, 2018, 5:00 pm - 6:30 pm
Chino Valley Town Hall, 202 N. State Route 89, Chino 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 23, 2018 at 5:00 p.m.** The meeting will be held at the **Chino Valley Town Hall, 202 N. State Route 89, 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 Board meeting to order on Monday, April 23, 2018 at 5:02 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Pettit led the Pledge of Allegiance.

3. PRESENTATIONS

A. Life Saving Award Presented by Fire Marshal Chase

Fire Marshal Chase informed the Board that the recipient was not present.

B. Chino Valley Town Council Report

No presentation given.

C. Board Members' Reports

i. Prescott Regional Communications (PRCC)

Director Wasowicz informed the Board that he attended the PRCC chief's meeting, and they discussed coordination between CAFMA and Red Cross to assist displaced families during a fire along with the PRCC training program. TriTech is going well, and the last billing was within budget.

ii. Public Records Requests

Director Zurcher informed the Board that there have been six requests since the last Board meeting.

iii. Legal Fees

Director Zurcher explained that legal fees were related to the ACE lawsuit.

iv. Labor / Management

Director Dobbs informed the Board that there were budget discussions, and labor is happy with the proposal.

D. Community Integrated Paramedicine (CIP) Pilot Project by Doug Niemyński

Chief Polacek explained that Captain Niemyński is heading up this project; however, he is off district on the Rattlesnake Fire.

Chief Polacek informed the Board that the City of Prescott and CAFMA are working with YRMC on the preliminary stages of developing a Community Integrated Paramedicine (CIP) Program. He explained that this is a nationwide program that provides at-home visits to residents that were recently released from the hospital. Fire departments respond to 911 calls - this program works with the hospital, and upon receiving information from them, we followup with the patient within 48 hours. We make sure they are eating, they have their medications, and we can provide wound care. This program will reduce the number of re-admissions to the hospital; therefore, reduce healthcare costs. Additionally, there will be fewer 911 calls for the second trip; Medicare usually does not want to pay because it's related to the first illness.

Chief Polacek advised the Board that we are gathering information; there are almost 8,000 members in the program. There is an accountable care organization (ACO), a subsidiary of YRMC, that is reviewing the information to see if there is a need in our community, and we will review the high risk patients that we will be responding to. He stated it will probably be a year-long process.

E. Letters from the Public

Chief Freitag informed that Board that we have received 10 letters over the past month. He mentioned that many of the recent letters come from family members that do not live locally and they also mention services that are provided beyond the 911 call. Our crews continue to do an outstanding job.

Director Wasowicz acknowledged the letters from the schools, and stated that he likes seeing the next generation being reached.

F. 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 advised the Board that HR Manager Brookins and HR Assistant Viscardi conducted a Partner's Academy on Saturday. This was our attempt to bring the partners of our employees together to educate them on what the employee's day is like, review the forming of CAFMA, opportunities for employee professional development, health care and retirement benefits, and cardiac, cancer, and PTSD awareness. There were 18 participants and they shared feedback that the Academy was phenomenal. This was the first annual, and we are creating a group email list for the significant other to assist with disseminating information as it doesn't always reach them.

Chief Freitag expressed appreciation for the opportunity to meet with Prescott Valley Town Council members and Congressman Gosar; he appreciates Gosar's support of CAFMA.

Chief Freitag elaborated on Direct Zurcher's records request update and stated that one item will be ready to send out tomorrow. Mr. Chris Jensen from a local law firm sent three separate records requests, but two of them went to incorrect addresses. Chief Freitag explained that it has taken over 37 staff hours to compile 5,435 pages to fulfill his request.

Director Packard commented that it is very important as a wife of career military to

know where your spouse is, and she thanked Chief Freitag for the Partner's Academy.

Director Zurcher thanked Hr Manager Brookins for her work in the Partner's Academy.

Fire Marshal Chase reminded everyone that Stage 1 Fire Restrictions are in place, and Stage 2 will probably follow shortly.

Chief Polacek responded to questions raised last month regarding the cost of hiring a new firefighter. It costs about \$35,500 per firefighter including protective and wildland gear, uniforms, and 6 weeks of training if we send five firefighters through the academy. Some equipment may be reused if the item is in good condition and the correct size; that would reduce costs.

Chief Polacek informed the Board that members are off district on wildfires, and that we had only one month in which we did not send anyone off district.

Chief Bliss advised that the annual Basin Drill was conducted this past Thursday and Friday; it involved all of the local departments plus the Copper Canyon Fire and Medical Authority and Sedona Fire District along with State resources. The drill went well despite the wind.

Chief Polacek stated that Chiefs Feddema and Carothers are in Durango, Colorado conducting swift water rescue training.

4. 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.

Chair Pettit opened the meeting for public comments.

Debbie Williams praised CAFMA on the great response times and expressed appreciation that as a taxpayer, her money is being spent wisely. She thanked the Board.

Marty Grossman stated that as an elected official and liaison to Prescott Valley Town Council and a citizen and taxpayer he is concerned about frivolous law suits. Legal fees alone are costing an excess of \$40,000. He asked how much safety equipment could be purchased for that. He expressed frustration that a lawsuit is being initiated by one of the board members. He suggested a cease and desist letter be issued. He continued and stated that the Attorney General's opinion states that the Boards did nothing wrong. He felt that time is being wasted with the number of executive sessions that are being conducted. Mr. Grossman stated that he is looking forward to going to Fire Ops 101 this weekend.

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. Any item may be removed by a Board member and will be considered separately for motion, discussion and action.

- A. Approve Regular Session Minutes - March 26, 2018
- B. Approve Executive Session Minutes - March 26, 2018
- C. Approve General Fund Financial Statements
- D. Approve Fire Protection Agreements: Hall, Fife(P), Fife(T), Romo

Motion to approve the Consent Agenda as written.

Move: Darlene Packard Second: Matt Zurcher Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher

6. VOTE TO GO INTO EXECUTIVE SESSION

- A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Policy 190 Public Records Requests
- B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Fire Board Policy Amendments

Executive Session was not needed.

7. OLD BUSINESS

- A. Motion, Discussion and Action on Amended Policy 190 Public Records Access

Chief Freitag stated that we are still waiting for legal review.

Item tabled for May meeting.

- B. Motion, Discussion and Action Regarding Fire Board Policy Amendments

Item tabled for May meeting.

8. NEW BUSINESS

- A. Motion, Discussion, and Action to Approve General Fund Transfer to Capital Reserve Account for End of Fiscal Year 2017 - \$786,282

Chief Tharp informed the Board that the audit process is lengthy with closing the accounts, obtaining reports from the County treasurer, verifying the records, and this year we had an additional CPA review the records and provide a presentation to the Board along with the Auditor General's review of the organization. He asked for the Board's approval to transfer the leftover balance of \$786,282 to the Capital Reserve Account.

Motion to approve General Fund transfer to Capital Reserve Account for end of Fiscal Year 2017 - \$786,282

Move: Darlene Packard Second: Jeff Wasowicz Status: Passed

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

- B. Discussion and Action Regarding Old Station 57 Located at 8100 N. Williamson Valley Road

Chief Freitag advised the Board that this is the old Station 57 that was built to serve Williamson Valley. The original land lease with the State was for \$100 per year. The new station was built on Outer Loop and the State increased the lease on the land to

\$1,200 a month. There have been multiple people requesting to purchase the building; however, due to the State owning the land, the prospective buyer also has to go through the State. This building is becoming a liability for CAFMA. Recently, Deborah Pfingston with the Wildland Firefighter Guardian Institute (WFGI) has contacted Congressman Gosar and Governor Ducey to request that the property be donated to them. WFGI conducts research and analysis related to fatalities, equipment, injuries, and technology for wildland firefighters. Chiefs Freitag and Abel met with Deborah and Jerry Pfingston to discuss their organization and their goals. Chiefs Freitag and Abel were impressed, and Chief Freitag recommended that a letter be sent in support of the WFGI and that the building be donated to them as that would benefit the residents and fire agencies.

Director Wasowicz confirmed that we have not been paying the lease, and we do not use the building; however, if something goes wrong the Agency is responsible.

Attorney Cornelius confirmed that the Agency is paying insurance for the building.

Chief Tharp explained that we are keeping a couple lights on at night; it's not a lot of money.

Chief Freitag explained that he has had difficulty reaching State Land representatives. He's asking for a letter of support, and then Governor Ducey and Congressman Gosar can contact the State.

The Board was in agreement with providing a letter of support.

C. Discussion Regarding Fire Chief's Evaluation Process

Chief Tharp informed the Board that Chief Freitag has provided his self appraisal in BoardPaq as part of the standard process, and the fillable evaluation form is also included. Following last year's process, it was recommended that the CAFMA Board forward the evaluation forms to their respective Central Yavapai and Chino Valley Fire District Boards to solicit their comments. Chief Tharp stated that the evaluation will be added to next month's agenda for executive session; however, Chief Freitag could choose to have the evaluation in public session.

Chair Pettit recommended staff distribute the evaluation form to the Central Yavapai and Chino Valley Board members who are not sitting on the CAFMA Board and asked that those members respond to their respective Board Chairs by May 16, 2018. Forms should be emailed by tomorrow.

Chief Tharp reminded the Board that the evaluation forms are placed into Chief Freitag's personnel file.

D. Discussion and Action Regarding SAFER Grant Application

Chief Freitag advised the Board that the SAFER Grant is for personnel wages and benefits; we are currently five personnel short. The grant is now open and will be closing on Friday, April 27th. This year's grant will pay 75% the first year and 50% the second year; it also covers a third year for veterans that are hired. Board approval is required to submit the grant; Board approval is also required if we are awarded the grant.

Chief Tharp explained that Board approval is required for the submission, because the grant requires staffing levels be maintained throughout the grant period. He stated that if you start with 118 firefighters, and you gain 5 positions, you have to maintain that 123; if someone quits, you have 60 days to replace them. He also stated that at the end of the grant period, all members that were hired under the grant could be fired.

Motion to authorize the Chair to sign a grant letter and to move forward with the application process for the SAFER Grant.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

9. ADJOURNMENT

Motion to adjourn at 5:44 p.m.

Move: Dave Dobbs Second: Matt Zurcher Status: Passed

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

Clerk / Date

Signature indicating approval on next page.

Signature Page For: 2018 04 23 CAFMA Regular 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".

Darlene Packard , Board Clerk 05/25/2018