

MINUTES

**Central Arizona Fire and Medical Authority
Central Arizona Fire and Medical Authority Board of Directors
CA Regular Meeting
Monday, July 23, 2018, 4:30 pm - 6:00 pm
Central Arizona Fire and Medical Authority, 8603 E. Eastridge Drive, Prescott Valley, Arizona**

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, July 23, 2018 at 4:30 p.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

Chair Pettit called the Central Arizona Fire and Medical Authority Board meeting to order on July 23, 2018 at 4:30 p.m. Director Dobbs attended telephonically.

2. PLEDGE OF ALLEGIANCE

Chair Pettit led the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

Attorney Cornelius joined the meeting.

Prescott Valley Town Councilman Grossman informed the Board that the Mayor had received a written complaint regarding Councilman Grossman's previous public comments; however, the Mayor didn't find concern with Councilman Grossman's comments. Councilman Grossman reviewed newly opened businesses including The Event Spot, Arizona Downs and stated that Krispy Kreme Donuts and Dunkin Donuts are in process. He also covered the water system upgrades, mentioned the progress on the Police Department building, the Boys and Girls Club, and road repairs and upgrades.

B. Fiscal Year 17-18 Annual Goals and Objectives

Chief Freitag reviewed the end of year Goals and Objectives as presented in the Board packet.

Chief Freitag stated that there was a little water seepage at the Administration building and some issues with some doors due to the heavy rains; repairs are being made.

The Board expressed appreciation for the progress on the goals and thanked Chief for staying on track.

C. IT Audit

Chief Bliss provided the findings from Kingston Business Solutions' IT audit.

Of significant note, the audit identified that the division is understaffed and is in need of more IT support; current employees have more radio expertise. He explained that a portion of the

needs were anticipated and budgeted, but not the entirety. The backup system discovery was a surprise as there were items that were not in place. He also explained that we need to move more of the IT component in-house; however, due to the workload, we may not see cost reduction. They have a concrete plan on addressing the issues.

Chief Freitag praised Chief Bliss and his staff for working with the auditors as there was additional work that was required. He explained the architecture is great, but only if we maintain it. He stated that the budget will be reassessed near January to see if an entry-level IT position can be filled; the IT engineer position will be reviewed in the next fiscal year. IT manager interviews should be complete by the end of the week.

There was a discussion regarding performing IT audits every three years, and it was suggested to perform a smaller annual audit.

D. Board Members' Reports

Items were discussed out of order.

i. Prescott Regional Communications (PRCC)

Director Wasowicz explained that PRCC upgraded their computer system and had staff changes last year. We had \$460,000 budgeted and spent \$445,000. He commended staff on their budgeting skills and Chief Polacek for attending the meetings and assisting with staying under budget.

ii. Public Records Requests

Director Zurcher had nothing to add.

iii. Legal Fees

Director Zurcher had nothing more to add. Attorney Cornelius advised that the June invoices were for two and a half months' billing.

iv. Labor/Management

Director Dobbs had nothing to add.

E. Letters from the Public

Chief Freitag mentioned the letter we received from the Grant family in which the fire crews comforted the family during a fire.

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 mentioned that he will be in Dallas at the Fire-Rescue International Conference with Golder Ranch Fire District Chief Randy Karrer presenting on the national stage the week of August 8th - they reimbursed Chief's registration fees since he's presenting. Chief Freitag also attended the Leadership Conference in July, and since he is on the Arizona Fire Chief Association Executive Board, his registration fees and hotel costs were also reimbursed.

Chief Tharp informed the Board that he has been working with Standard and Poor's (S&P) and they have given the Central Yavapai Fire District and an A+ credit rating. They reviewed all the financials for Central Yavapai, Chino, and CAFMA. Chief Tharp met with S&P's review panel and answered questions related to the equity split and accounting practices. They were impressed with how we were able to maintain the integrity of the finances of each separate entity as well as assigning the equity back to the original organizations of the two fire districts. They gave the A+ rating despite the fact that CYFD has no assets, no liabilities, and very little cash, because all three agencies working together has improved the overall credit standing - that report is public on the S&P website. Chino Valley will also go through the same process. Additionally, American Express has now issued credit cards to CAFMA.

Director Wasowicz mentioned the portion of the report that talks about YRMC emergency room

policies that were initiated under CYFD and that continue have made a significant increase in a more effective EMS system under CAFMA.

Chief Freitag mentioned that Operations had been very busy with the dryness and fires and continue to be busy with the recent storms. He was happy to hear about the road conditions and road improvements at the Prescott Valley Town Council meeting; he'll pass that information to the crews.

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

- A. Approve Regular Session Minutes - June 25, 2018
- B. Approve Executive Session Minutes - June 25, 2018
- C. Approve Central Yavapai, Chino Valley, and Central Arizona Fire and Medical Joint Budget Meeting Minutes - June 25, 2018
- D. Approve General Fund Financial Statements
- E. Approve Fire Protection Agreements: Dawyduik, Smith, Van Cleve

Motion to accept the consent agenda as presented Items A. through E.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

6. VOTE TO GO INTO EXECUTIVE SESSION

- A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Fire Board Policy Amendments
- B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Direction to Staff to Reimburse the Fire Chief for Legal Fees Pursuant to the Indemnification Clause in His Contract
- C. Legal Advice Pursuant to §38-431.03(A)(1) and §38-431-03(A)(3) Regarding Addendum to Agreement between Kendhammer & Partners, LLP and CAFMA for Indemnity Costs

Chair Pettit removed Items A. and C. from the Executive Session; only Item B. will be discussed in Executive Session.

Motion to go into Executive Session at 5:20 p.m.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

7. OLD BUSINESS

Chair Pettit reconvened into Public Session at 5:29 p.m.

- A. Motion, Discussion, and Action Regarding Proposed Amendment to Agreement between Kendhammer & Partners, LLP and CAFMA for Indemnity Costs

Attorney Cornelius advised the Board that he thought it was best to handle this item in open session. He explained that the language in the amendment was nearly cloned from what is used by the Agency and by other outside third parties doing business with CAFMA, CYFD, and CVFD. He added reimbursement of legal fees to the standard language. He advised the Board that he could provide Linda Shely's contact information and she could provide the Board with names of other attorneys if the Board would like legal advice. He stated that no prior invoices will be presented, and he does not see any immediate need for reimbursement going forward.

The Board discussed the language included in the amendment. Chair Pettit stated that it is the standard boiler-plate contract; Director Zurcher concurred.

Motion to accept the indemnification clause as presented by Attorney Cornelius on behalf of his firm.

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

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

8. NEW BUSINESS

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

There was no discussion on this item.

The Board moved the special Board meeting from August 13th to August 20th at 8:00 a.m.

- B. Discussion and Action Regarding Reimbursement to Fire Chief for Legal Fees Pursuant to the Indemnification Clause in His Contract

Motion to reimburse per the indemnification clause in the Chief's contract in the amount of \$487.50

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

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

- C. Motion, Discussion, and Action Regarding Approval of Amended Policy 121 Policy Committee

Chief Freitag explained the recommended changes are in blue; a Fire Prevention representative was added, and the review of the monthly meetings potentially being suspended during fire season.

Motion to approve the amended Policy 121 Policy Committee

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

- D. Motion, Discussion, and Action Regarding Removing Policies

Policy 210 Reserve Firefighter Preliminary Testing-Probationary Requirements;
Policy 406 Leave Request Forms

Chief Freitag explained that we do not have a Reserve Firefighter Program, and we no longer use the leave request forms.

Motion to remove Policy 210 and Policy 406 as stated on the agenda.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

E. Motion, Discussion, and Action Regarding Moving Policies to Standard Operating Guidelines (SOG)

Policy 227 Fire Mechanic Promotional/Probationary;
Policy 228 Fleet Services Manager Promotional/Probationary;
Policy 231 Office Assistant Preliminary Requirements;
Policy 232 Records Management Specialist and Finance Assistant;
Policy 233 Finance, Human Resource, and Information Technology Specialist Preliminary/Testing/Probation Requirements;
Policy 234 Lead Administrative Specialist Preliminary/Testing/Probationary Requirements;
Policy 235 Facilities Maintenance Coordinator Preliminary/Testing/Probationary Requirements

Chief Freitag explained that the Board previously approved moving all job descriptions to the SOG Manual; these policies are in line with that move.

Motion to accept the moving of polices to the Standard Operating Guidelines (SOG) as listed.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

F. Motion, Discussion, and Action Regarding Fiscal Year 18-19 Annual Goals and Objectives

Chief Freitag explained that Staff and Director Packard, as part of the Committee, reviewed the Fiscal Year 18-19 Goals and Objectives. He stated that Senior Staff meets monthly and they will be providing updates from their managers to assist with staying on track. Additionally, projects have been added to the Goals to assist with the budgeting process.

Chief Freitag provided an overview of Fiscal Year 18-19 Goals and Objectives as presented in the Board packet.

The Board expressed appreciation of the Chief's work.

Motion to accept the Fiscal Year 2018-2019 Annual Goals and Objectives

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

G. Motion, Discussion, and Action Regarding Purchase of New LIFEPAK 15 Monitor for \$34,911.24 in Accordance with Capital Replacement Schedule

Motion to accept the purchase of new LIFEPAK 15 Monitor in the amount of \$34,911.24 in accordance with Capital Replacement Schedule

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

H. Motion, Discussion, and Action Regarding Approval to Surplus Vehicles

Chief Freitag explained that Fleet Services Manager Scaife has been in contact with a third party apparatus reseller. They do not have a market for apparatus from 1998 or older. Chief Freitag stated that we did not receive any bids when solicited and Yavapai College had already moved on by the time the process was complete. He reviewed some of the vehicles on the

surplus list and stated that some may be able to be donated to Southern Yavapai Fire District.

The Board was in support of helping neighboring agencies; however, they asked that staff come back to the Board after selling apparatus for additional approval for any remaining apparatus to be donated.

Motion to approve the list of surplus vehicles presented by staff.

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

- I. Motion, Discussion, and Action Regarding Review and Selection of Audit Services for Fiscal Years 2018-2020

Chief Tharp stated the results of RFP for auditing services for 2018-2020 has been presented; they are for three years and can extend if needed. HintonBurdick was our auditor over the past four years. We received three bids; the fourth bid missed the deadline and was excluded. The three eligible bids meet the criteria of the RFP. He reminded the Board that their approval is contingent on CYFD's approval. The bids are for all three agencies with HintonBurdick being the most expensive out of Flagstaff; the rest are out of Phoenix.

Motion contingent upon CYFD's approval, go with Henry+Horne for auditing services for CAFMA's cost of \$72,000 for the three years

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 6:03 p.m.


Move: Matt Zurcher Second: Darlene Packard 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 07 23 CAFMA Minutes-Approved.pdf - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 8/27/2018

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

Darlene Packard , Board Clerk 08/28/2018