

MINUTES

**Central Arizona Fire and Medical Authority
Central Arizona Fire and Medical Authority Board of Directors
CA Regular Meeting
Monday, September 24, 2018, 4:30 pm - 5:30 pm
Central Arizona Fire and Medical Authority, Administration,
8603 E. Eastridge Drive, Prescott Valley, Arizona**

In Attendance

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

Not In Attendance

Dave Dobbs; Julie Pettit

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, September 24, 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

Clerk Packard called the Central Arizona Fire and Medical Authority Board meeting to order on September 24, 2018 at 4:30 p.m. and presided over the meeting as Chair Pettit was absent.

2. PLEDGE OF ALLEGIANCE

Clerk Packard led the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

Council Member Grossman informed the Board that the Town of Prescott Valley is assisting with the cost of the Granite Mountain Hotshot Memorial that will be displayed at the Yavapai County Courthouse. He also provided an update of Prescott Valley road construction projects and future events.

B. Board Members' Reports

i. Prescott Regional Communications (PRCC)

Director Wasowicz advised the Board that the monthly bill is as expected and there has been discussion regarding bringing Mayer Fire District back into PRCC. He will be attending the next chief's meeting on October 18.

ii. Public Records Requests

Director Zurcher mentioned that staff has recently received two burdensome and time consuming records requests.

There was a discussion regarding recent requests and the extensive scope (5 years) and work required, including redacting information. It was noted that per the recent open meeting law training, we could ask the requester to narrow their scope of request. The Board was informed that a past request cost taxpayers \$3,500 as an outside vendor was utilized to pull records.

iii. Legal Fees

Director Zurcher had nothing more to add.

Attorney Cornelius advised the Board that his fees covered May through July; his next invoice will be through September.

iv. Labor/Management

No update.

C. Call Volume Report

Chief Bliss provided an overview of the January - June 2018 Call Volume Report that was provided in the Board packet. He explained that we need to add capacity to our system to improve the reliability percentages.

D. Letters from the Public

Chief Freitag mentioned a letter received from Mayer Fire District expressing their appreciation of our assistance with their flooding issues. Chief Freitag stated that Chief Feddema has done a lot of that work and thanked him for his efforts.

E. 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 informed the Board that over 50 hours was spent on one records request, and the two recent large requests are going to require even more time. If the requests continue, we will have to consider alternative options as we do not have available staff to support these requests.

Chief Freitag mentioned that staff is working with Yavapai College to create a Senior Leadership Academy, and it's on schedule to begin in January. The information will be on www.cazfire.org.

Chief Freitag explained that CAFMA employee Ethan Hutchison and Yavapai College employee Mikayla Baker assisted in saving an assault victim's life. He also mentioned a CAFMA retiree that provided lifesaving CPR to his wife. Because of his quick response and many others, she was able to attend his retirement ceremony this past week.

Chief Tharp explained that staff is working through the fiscal audit with Henry+Horne. They had a pre-authorization meeting to interviewed Board members, staff and Technical Services. The field audit is scheduled for four days in October with the audit report anticipated for December as long as we have the PSPRS actuarial.

Fire Marshal Chase informed the Board that while Clerk Packard was doing a ride-a-long with him, they met with Arizona Department of Environmental Quality (ADEQ) and discussed our burn permit process. He explained that it is the same process that the City of Prescott uses. ADEQ were very impressed and stated that our process was one of the best they have seen. Fire Marshal Chase stated that they will be replacing smoke alarms in the Castle Canyon Mesa area on October 27th.

Clerk Packard thanked Chief Polacek and his personnel for assisting with the Healing Field and Patriot Week. Director Wasowicz thanked Chief Polacek for assisting him with the monthly PRCC invoice reviews. They also thanked Chief Bliss and Warehouse Manager Trujillo for taking great care of all the flags.

Chief Feddema informed the Board that there is Swift Water Rescue training scheduled in April for Mayer Fire District.

Clerk Packard thanked Chief Feddema for being the emcee for the Healing Field events.

4. CALL TO THE PUBLIC

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.

There were no public 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 Work / Study Session Minutes - August 20, 2018
- B. Approve Regular Session Minutes - August 27, 2018
- C. Approve Executive Session Minutes - August 27, 2018
- D. Approve General Fund Financial Statements
- E. Approve Fire Protection Agreements: Gonzalez, Killian (2), Wesley
- F. Approve Removing Policies 211 Reserve Firefighter Requirements / Responsibilities; 212 Reserve Auxiliary Staffing
- G. Approve Amended Policy 223 Captain Promotional / Probationary

Motion to approve items A through G.

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

Yes: Darlene Packard, 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

The Executive Session was not required.

7. OLD BUSINESS

- A. Motion, Discussion, and Action Regarding Approval to Surplus Vehicles

Chief Bliss updated the Board and stated that we are moving forward with the surplus of two engines: one to Southern Yavapai Fire District and the other to Peoples Valley Fire District as previously discussed. He added that we negotiated a final contract with Friendly Mountain for the sale of the rest of the apparatus as instructed with a final price of \$120,000 which was above the initial offer. This item was only an update; Board approval occurred last month.

Attorney Cornelius explained that he will provide documents for signature.

No motion required.

8. NEW BUSINESS

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

Item tabled.

- B. Motion, Discussion, and Action Regarding Acceptance of SAFER Grant

Chief Freitag explained that the SAFER Grant covers the hiring of five members. He explained that reliability ratings improved for Station 53 and 50 with the opening of Station 58. With increased call volume, they are decreasing again. We now have increased call volume near 89A / Glassford Hill Road and Highway 69 to Fain Road. The reliability ratings have dropped and response time has increased; all related to call volume. The SAFER Grant will allow us to develop an alternative response unit for this area to handle some of the calls; eventually another fire station will need to be added. The SAFER Grant will assist in getting the needed personnel in place.

Chief Tharp informed the Board that if they accept the grant, it obligates the Agency for three years to maintain staffing levels. The federal grant will pay 75% for the first two years, and then they will pay 35% for the final year. Staff feels comfortable that we can absorb the costs. The grant will bring \$750,000 in federal dollars back to the area to support firefighting. The Agency's obligation for the three years is about \$400,000, which was budgeted high to cover PSPRS, paramedics, and employee related expenses.

It was explained that personnel must be hired by January or February. We have one person already deployed with the military, and another one will be deployed in January, so there are already funds in

the budget due to not having to pay wages and benefits for the second deployment. To increase the hiring pool, the scope of advertising will be reviewed and some preliminary requirements will be changed as training can be provided in-house.

Grant funding begins upon members being hired, and staff anticipates the testing process to being in October with an academy in February.

Chief Freitag explained that a pick up or Type 6 (patrol) could be used for an alternative response vehicle and could be equipped with advanced life support equipment and a Paramedic and EMT to take calls. We need the personnel to be able to try it. Chief Light is going to speak with Prescott City Council to try and implement a similar program; he believes their vehicle will help reduce our response into the City. Areas using these have increased their reliability rating, and have seen reduced costs with smaller vehicles and reduced response times.

Motion to accept the awarding of the SAFER Grant.

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

Yes: Darlene Packard, Jeff Wasowicz, Matt Zurcher

9. ADJOURNMENT

Motion to adjourn at 5:34 p.m.

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

Yes: Darlene Packard, Jeff Wasowicz, Matt Zurcher

Clerk / Date

Signature Page For: 2018 09 24 CEA Regular Minutes-Approved.pdf - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 10/22/2018

A handwritten signature in black ink, appearing to read "Matt", is positioned above a horizontal line.

Matt Zurcher , Board Member 10/23/2018