

## MINUTES

**Central Arizona Fire and Medical Authority  
Central Arizona Fire and Medical Authority Board of Directors  
CA Regular Meeting  
Thursday, December 20, 2018, 5:00 pm - 6:00 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 Dixson

### **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 Thursday, **December 20, 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 December 20, 2018 at 5:02 p.m. Attorney Cornelius attended telephonically.**

#### 2. PLEDGE OF ALLEGIANCE

**Chair Pettit led the Pledge of Allegiance.**

#### 3. SWEAR IN AND SEAT BOARD MEMBER (CHINO)

**Chief Freitag swore in Director Dobbs as a Board member.**

**Director Wasowicz joined the meeting.**

#### 4. NEW BUSINESS

##### A. Motion, Discussion, and Action Regarding Appointment of Fifth Board Member

**Chair Pettit explained that the four Board members are appointed by their Boards and the CAFMA Board then chooses the fifth.**

**There was discussion with CYFD Director Dane Beck as to his interest in serving on the CAFMA Board.**

**Motion to nominate Darlene Packard to serve another term on the CAFMA Board.**

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

B. Swear In and Seat Fifth Board Member

**Chief Freitag swore in Darlene Packard as a Board member, and she joined the meeting.**

C. Motion, Discussion, and Action Regarding Election of Fire Board Chairperson and Board Clerk

**Motion to nominate Julie Pettit as Board Chair.**

**Move: Dave Dobbs Second: Jeff Wasowicz Status: Passed**

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

**Motion to nominate Darlene Packard as Board Clerk.**

Move: Jeff Wasowicz Second: Matt Zurcher Status: Passed

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

5. PRESENTATIONS

A. Chino Valley Town Council Report

**Chino Valley Mayor Croft wished the Board a Merry Christmas.**

**Town Manager Cecilia Gritman stated that their Council and Mayor were reelected. She informed the Board that Chino Valley is considering asking for a property tax that would sunset in 20 years to be able to afford road maintenance. This will be going to a public vote in May. They are also considering purchasing a water company and will be asking voters for approval. She explained that the shooting range in Chino Valley has been closed; however, they are working to re-open.**

B. Board Members' Reports

i. Prescott Regional Communications (PRCC)

**Director Wasowicz explained that the monthly bill was normal, and there will be an end-of-year meeting in January.**

ii. Public Records Requests

**Director Zurcher had nothing else to add.**

iii. Legal Fees

**Director Zurcher had nothing else to add.**

iv. Labor / Management

**Director Dobbs informed the Board that Labor is reviewing like-agencies to compare wages.**

C. Letters from the Public

**Chief Freitag noted the thank you note from Jasmine Carter and wished her well.**

D. 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 he along with representatives of the Arizona Fire Service Institute will be meeting with the Governor's staff on January 3rd and will also ask for quarterly meetings to ensure the line of communication remains open.**

**Chief Tharp added that we received notification from the Yavapai County attorney's office that both Central Yavapai and Chino Valley Fire Districts will be required to pay back tax revenue from Fiscal Year 2016-2017 estimated at about \$40,000 due to Transwestern Pipeline winning a lawsuit to reduce their assessed property value. We will have an exact amount after their appeals process has been completed. There is also another lawsuit for Fiscal Year 2018 in the works.**

**Chair Pettit congratulated Susanne Dixson on her appointment by the AFDA Board to the Administrative Professionals Manager position.**

**Chief Polacek informed the Board that in addition to hiring the firefighters under the SAFER Act Grant, we are also hiring CARTA Maintenance Technician Jim Gillihan. He attended the Firefighter Academy last year and will start his new position next week as a firefighter/paramedic. An individual has also been hired for the CARTA position, and he will attend the upcoming academy.**

**Chief Bliss informed the Board that Technical Services Manager Jonah Van Tuyl was in attendance and he along with Facilities Manager Eric Crossman are both doing well in their new positions.**

**Director Wasowicz stated that he and others attended the awards dinner and seeing people take time away from their families to attend speaks volumes to the organization and is a testament to the culture that Chief Freitag has created.**

**Director Zurcher extended thanks to Karen Viscardi and her committees for all their hard work organizing the event.**

**Chief Freitag thanked the Board for their support and attending.**

6. 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.

**No public comments.**

7. 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 - November 26, 2018
- B. Approve Executive Session Minutes - November 26, 2018
- C. Approve General Fund Financial Statements - September
- D. Approve General Fund Financial Statements - October
- E. Approve General Fund Financial Statements - November
- F. Approve Removing Policy 207 Support Reserve Program
- G. Approve Amended Policy 208 Support Volunteer Program (Previously Titled: 208 Volunteer Program - Operations)
- H. Approve Amended Policy 403 Leave Benefits

**Motion to accept the Consent Agenda as presented.**

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

8. OLD BUSINESS

- A. Motion, Discussion, and Action Regarding Educational Video Production

**Chief Freitag explained his vision, and he stated that he would bring the item back in January for consideration. The topics that he would like to cover include: Who is Central Arizona Fire; aspects of joining the agencies; financial information; and history. He explained that the cost is about \$1,000 per minute with a total cost of \$12,000 for the complete project. An additional video to be considered in the future would be a recruitment video to encourage people to apply for job openings. He explained that these videos will be educational, animated, and professional. He asked the Board to contact him if they have any questions.**

**Director Zurcher asked if bids will be solicited.**

**Chief Freitag stated that he will look at work from other companies and proceed pursuant to the procurement policy.**

9. NEW BUSINESS CONTINUED

- A. Motion, Discussion, and Action Regarding Approval of Budget Development Schedule

**Chief Tharp explained this is an annual process.**

**There was discussion regarding the February 25th date.**

**Motion to approve Budget Development Schedule for Fiscal Year 2019-2020.**

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

- B. Motion, Discussion, and Action Regarding Approval to Purchase Microwave Equipment Utilizing Capital Funds

**Chief Bliss informed the Board that this is part of the microwave system and some parts are aging. This item is in the capital plan and is in the budget; however, it requires Board approval as it is over \$50,000. He explained that this microwave system is the transport portion that carries traffic between stations and from the alarm room. It will also be involved in the VHS system when it goes online. Chief Bliss explained that we own the system; there are a couple sites that we do not own, but we do own the equipment. He confirmed that Prescott's system is independent of ours; we do not share sites.**

**Motion to approve purchase of microwave equipment for \$54,143.56 utilizing capital funds.**

**Director Zurcher abstained due to working in the IT industry.**

Move: Darlene Packard Second: Jeff Wasowicz Status: Passed

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

Abstain: Matt Zurcher

- C. Motion, Discussion, and Action Regarding Approval to Purchase IT Equipment and Software for Virtual Server System Utilizing Capital Funds

**Chief Bliss informed the Board that this is a capital expenditure item in which Tech Services Manager Van Tuyl prepared the data to move the system from a physical server to a virtual server system which has a variety of benefits.**

**Chief Freitag thanked Jonah and his staff for their hard work.**

**Motion to approve purchase of IT equipment and software for virtual server system utilizing capital funds in the amount of \$68,866.40.**

**Director Zurcher abstained due to working in the IT industry.**

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

Abstain: Matt Zurcher

- D. Motion, Discussion, and Action Regarding Approval to Purchase Turnouts for SAFER Grant Hires \$28,277.62

**Chief Bliss informed the Board that these turnouts are for the SAFER Grant personnel; we were unable to utilize turnouts that were on-hand. This amount is more than what was budgeted for turnouts; however, funds will be utilized from other accounts. Chief Bliss stated that if necessary, funds may be taken from the contingency fund at the end of the fiscal year.**

**Motion to approve purchase of turnouts for SAFER Grant hires in the amount of \$28,277.62.**

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

10. ADJOURNMENT

**Motion to adjourn at 5:42 p.m.**

**Move: Matt Zurcher Second: Dave Dobbs 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 12 20 CEA Regular Minutes-Approved - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 1/28/2019**

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      01/29/2019