

## MINUTES

**Central Arizona Fire and Medical Authority  
Central Arizona Fire and Medical Authority Board of Directors  
CA Regular Meeting  
Monday, April 22, 2019, 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; Julie Pettit; Laura Mowrer; Matt Zurcher; Nicolas Cornelius; Scott A Freitag; Susanne Dixon

### **Not In Attendance**

Jeff Wasowicz

## **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 22, 2019 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

**Clerk Packard called the Central Arizona Fire and Medical Authority Board meeting to order on April 22, 2019 at 5:01 p.m. due to Chair Pettit attending telephonically. Attorney Cornelius also attended telephonically.**

### 2. PLEDGE OF ALLEGIANCE

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

### 3. PRESENTATIONS

#### A. Chino Valley Town Council Report

**Chino Valley Town Manager Gritman provided the Board with information regarding their upcoming special election. She explained that their voter information packet contains non-factual statements because they are not allowed to edit public comments. She also mentioned their potential additional water sources and confirmed that no one would be removed from wells. The Town is hoping to have new management operating the shooting range by July or August. Additionally, the Town has hired a Development Services Director and an Economic Development Director.**

#### B. Board Members' Reports

##### i. Prescott Regional Communications (PRCC)

**Director Wasowicz was not present.**

##### ii. Public Records Requests

**Director Zurcher reviewed some of the requests that came from news outlets.**

iii. Legal Fees

**Director Zurcher mentioned that these fees were routine.**

iv. Labor / Management

**Director Dobbs had nothing to add.**

C. Letters from the Public

**Chief Freitag mentioned a letter from Prescott Valley Economic Development and a thank you note.**

**Director Zurcher thanked the members of the agency and board members for the support while his family has been dealing with a tragedy.**

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. Any item discussed in the Division Reports is subject to discussion and direction by the Board; no action will be taken.

**Chief Freitag mentioned that David Tenney was appointed as the new Director of Department of Forestry and Fire Management (DFFM). He and his staff will be meeting with Chief Freitag and staff on April 30th. Mr. Tenney will be handling the forestry side. Suppression and mitigation concerns will be handled by John Truett. We are not sure what is happening with the Fire Marshal's office. Additionally, members of the Arizona Fire Institute are to be meeting with us to discuss state level fire service issues.**

**Chief Tharp explained that our property and casualty insurance rates came in a little less than anticipated; however, the excess coverage, above \$10 mil, came in a little higher. Staff is actively working to find options since there is only one workers' compensation provider, and we do not have the ability to self-insure. The only option is to solicit other fire agencies to join in a workers' compensation risk pool. Chief Tharp shared that there are other types of agencies within the state that already participate in risk pools; however, fire does not.**

**Chief Bliss shared that the Blue Hills water tank project is 98% complete. We are hoping to have water in them by the first part of May. The community is excited and is planning to have a grand opening.**

**Chief Feddema highlighted the firefighter graduation that is scheduled for this Thursday. This was a 9-week academy with a lot of participation from within the Agency. He invited the Board to attend.**

**Chief Freitag explained that he will be going to Washington, DC joining the Congressional Fire Service Institute members in talking with the Arizona Delegation about federal level fire service issues.**

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.

**Chris Kuknyo congratulated the Board for knocking down the Lynx Lake Fire. He provided tax levy and tax rate statistics from 2013 to 2018. He voiced concerns regarding a conflict of interest, because the Yavapai County Board of Supervisors sets our tax rate and Director Gentle works for them. Mr. Kuknyo also commented on a PSPRS employee that was placed on paid administrative leave and extended response times from AMR.**

## 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 25, 2019
- B. Approve General Fund Financial Statements
- C. Approve Fire Protection Agreements -- Brachman, Kiser
- D. Approve Amended Policy 203 Drug Policy
- E. Approve Amended Policy 401 Work Schedule
- F. Approve Amended Policy 403 Leave Benefits
- G. Approve New Fire Inspector Apprentice Job Description
- H. Approve New Technical Services Systems Technician I Job Description
- I. Approve Amended Wage Scales: Assistant Chief, Fire Inspector Apprentice, Technical Services

**Chief Freitag requested Item D. be removed from the Consent Agenda.**

**Director Zurcher requested Item I. be removed from the Consent Agenda.**

**Motion to approve Items A., B., C., E., F., G., H.**

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

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

### **Item D. Approve Amended Policy 203 Drug Policy**

**Chief Freitag explained that the prescription medication section of this policy was removed and will be placed in a separate policy. The language that was removed will be placed in an Administrative Directive until staff can present the new policy to the Board.**

**Motion to approve amended Policy 203 Drug Policy.**

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

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

### **Item I. Approve Amended Wage Scales: Assistant Chief, Fire Inspector Apprentice, Technical Services**

**Motion to approve Item I.**

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

**Director Zurcher asked for the effective date for the wage scales.**

**Chief Freitag explained that the Assistant Chief scale would go into effect when an Assistant Chief retires and their replacement is hired. The scale change would bring the starting wage to market value. There is a potential \$70,000 savings with their retirements. The only change is the new hire starting wage.**

**Chief Freitag explained that it is difficult to find experienced fire inspectors. The Fire Inspector Apprentice position will allow the hiring of someone with basic skills that could be trained. This is needed due to Assistant Fire Marshal Smith retiring in October 2020.**

**Chief Bliss explained that Technical Services has a new job description to separate radio technicians from IT positions which was suggested from the audit. This position is mainly being funded by the Prescott Valley Police Department agreement.**

**Chief Freitag explained that there is no impact until individuals are hired next fiscal year.**

**Chief Bliss also stated that there is a small increase for the current technicians.**

Move: Dave Dobbs Second: Darlene Packard Status: Passed

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

6. VOTE TO GO INTO EXECUTIVE SESSION

- A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Discussion Pursuant to A.R.S. §38-431.03(A)(7) Re: Potential Real Property Purchase

**Motion to adjourn into Executive Session at 5:25 p.m.**

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

7. OLD BUSINESS

**Clerk Packard reconvened into Public Session at 5:49 p.m.**

- A. Update Board Regarding Possible Insurance Claim for Station 57 Drainage and Parking Lot Repair

**Chief Tharp updated the Board regarding the underground water issues at Station 57 and explained that this has been occurring over the past 6-8 years. Engineers have reviewed the issues and recently a structural engineer from our insurance company inspected the site. He mentioned that there is water coming up through the asphalt even though there is no water in retention pond. We are still moving forward, and our insurance agent is reviewing our policy for potential coverage.**

- B. Budget Process and Draft Budget Update

**Chief Tharp explained that we were able to absorb the additional workers' compensation increase into the budget. The Union request for the paramedic stipend to be increased from \$5,000 to \$6,500 still needs to be addressed. He reminded the Board that they will be asked to approve the tentative budget at the May meeting and then the final budget in June.**

**Chief Bliss stated that the CYFD Board requested that two budgets be presented at the May meeting showing both the paramedic stipend of \$6,100 and \$6,500.**

**Director Dobbs mentioned that the \$5,000 was at the bottom statewide.**

**Chief Bliss shared that employees understand the budget concerns.**

8. NEW BUSINESS

A. Discussion Regarding Ambulance Update

**Chief Freitag shared that we continue to experience issues with AMR's response times. He explained that during the evening of the Heroes' night, there were five calls within 20 minutes and there were no ambulances available. He believed that maybe one of those calls finally received an ambulance after about 30-40 minutes. Additionally, Engine 61 had a cardiac save with bystanders performing CPR; they had to wait 28 minutes for an ambulance.**

**Chief Freitag explained that there are some proactive steps being taken with regard to dispatch. AMR purchased the TriTech CAD software (same as what we use) and now when PRCC dispatches an engine, they also dispatch AMR. Since AMR is using TriTech, all of the data is available to all agencies. AMR staff some ambulances only with EMTs, and they do not respond to 911 calls. AMR is also utilizing ambulances from the Wickenburg area. However, there is an extended response time if they are responding to one of our calls, and then there is a delay if someone in Wickenburg needs an ambulance as they have to travel from Phoenix. AMR does not have enough ambulances, but with their profit margin, they should be able to purchase additional units. DHS is surprised that they have not received a request for an additional certificate of necessity (CON). There is no other option for ambulance service unless another private company obtains a CON.**

B. Motion, Discussion, and Action Regarding Potential Real Property Purchase

**Clerk Packard confirmed that Chief Bliss has his direction.**

C. Motion, Discussion, and Action Regarding New Fee Agreement and Engagement Letter with Cornelius Due to Change of Firm

**Attorney Cornelius advised the Board that his legal partner of 15 years retired and the firm is going in a different direction. This agreement is a near clone of the previous one. He increased his fee from the October 2013 rate of \$175 to \$225 per hour which is still \$100-\$125 less than anyone else. He has been charging other agencies \$225. He advised that the indemnification language has been removed. There have been no findings of conflicts, and he does not believe there are any at this time. All the previous conflict waivers still apply as well as the JPA language.**

**Motion to approve new agreement.**

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

D. Motion, Discussion, and Action Regarding Approval of Non-Budgeted Funds (Contingency) of \$28,500 for GovInvest Actuarial Software

**Chief Tharp explained that there have been questions regarding the PSPRS actuarials. He and Chiefs Freitag and Bliss have met with the PSPRS governing board and the company that performs their calculations, GRS. There is another fire agency that is purchasing this software and Phoenix and Glendale Fire already use it. As of July 1, 2019 Arizona Statute requires a pension funding policy. Most agencies will probably rely on PSPRS' numbers. Chief Tharp shared that in the last ten years we have never had a decrease. This year even with our unfunded liability increasing by \$2.8 mil, they reduced our employer contribution rate by 1%. When PSPRS was questioned, we were told that we are contributing on average about \$500,000 more than required through payroll contributions. The extra payment is to reduce the unfunded liability. Based on that number, they are recommending we reduce our employer contribution rate.**

**Chief Tharp explained the difference between experience (history) and predictions. This software will allow for real calculations based on experience which will allow for future planning. Chief Tharp shared the cost per report compared to purchasing the**

software and having unlimited access to reports. He explained that this is a sole provider.

Chief Tharp shared that the PSPRS report shows we went from a 5.88% increase in one year to a -1% increase. That is a large difference for a \$5 mil annual contribution. Identifying the cause is the first step and the secondary step is reviewing the financial options going forward. Additionally, what kind of funding will it take to start seeing a positive change. According to PSPRS, we will have the unfunded liability paid off in 18 years; our amortization was over 20 years.

**Motion to approve the expense of \$28,500 out of non-budgeted funds of the Agency for GovInvest actuarial software.**

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

9. ADJOURNMENT

**Motion to adjourn at 6:14 p.m.**

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

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

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Clerk / Date

Signature indicating approval on next page.

**Signature Page For: 2019 04 22 CEA Regular Minutes-Approved - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 5/23/2019**

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

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Darlene Packard , Board Clerk      05/24/2019