

MINUTES

**Central Arizona Fire and Medical Authority
Central Arizona Fire and Medical Authority Board of Directors
CA Regular Meeting
Monday, June 24, 2019, 5:00 pm - 6:00 pm
Chino Valley Town Hall,
202 N. State Route 89, Chino Valley, Arizona**

In Attendance

Darlene Packard; Dave Dobbs; Dave Tharp; Jeff Wasowicz; Julie Pettit; Kylee Burch;
Laura Mowrer; Matt Zurcher; Nicolas Cornelius; Scott A Freitag

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, June 24, 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

Chair Pettit called the Central Arizona Fire and Medical Authority Board of Director's meeting to order on June 24, 2019 at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Pettit led the Pledge of Allegiance.

3. PRESENTATIONS

A. Chino Valley Town Council Report

Chino Valley Mayor Croft informed the Board of upcoming fireworks. The site has been reviewed by staff and the fire marshal. He invited everyone to join the festivities on July 4th at 5:00 p.m. at the Community Center. Mayor Croft also mentioned construction including Scooter's Coffee and Burger King that is being built in Chino Valley. There will be a traffic light installed at Road 1 north and State Route 89. Their annual mud run is scheduled and they are finalizing the management contract for the shooting range.

B. Board Members' Reports

i. Prescott Regional Communications (PRCC)

Director Wasowicz informed the Board that this month's bill was as expected and on track with the budget.

ii. Public Records Requests

Director Zurcher explained that some requests are still in process due to the amount of information requested.

iii. Legal Fees

Director Zurcher had nothing to add.

iv. Labor / Management

Director Dobbs had nothing to add.

C. Letters from the Public

Chief Freitag mentioned letters thanking crews; he appreciates when individuals take the time to hand write notes.

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 there has been a lot of correspondence with Yavapai County Contractors' Association regarding projects and our approach. We continue to work on around our efficiencies where appropriate and communicate directly with Sandy Griffis.

Chief Tharp noted that he has the actuarial software in place and is running numbers. He is still a little disappointed in PSPRS and their numbers.

Fire Marshal Chase added that there have been discussions regarding fire restrictions with the Prescott National Forest and the City of Prescott. Currently, we are not planning to go into restrictions.

Chief Polacek informed the Board that PRCC completed their director testing and have chosen Rob Martin for the position. He will begin in July. Chief Polacek mentioned that we have worked with Mr. Martin prior, and he seems like he will be a good fit.

Chief Feddema informed the Board that Captain Nick Fournier has been utilizing the grant we received and is providing active shooter training to CAFMA employees.

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 Special Session Minutes - May 13, 2019
- B. Approve Special Executive Session Minutes - May 13, 2019
- C. Approve Regular Session Minutes - May 23, 2019
- D. Approve General Fund Financial Statements
- E. Approve Fire Protection Agreements: Betty Benson, John Benson, Fitzgerald, Perkins, Pittman, Sciuto, Sebeny
- F. Approve New Policy and Policy Amendments

200 Hiring and Promotional
405 Industrial Leave
810 District Vehicles
820 Drone / Unmanned Aerial Vehicle (UAV) Program (New)

Motion to accept Consent Agenda as published.

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

6. PUBLIC HEARING - Fiscal Year Budget 2019-2020

The Board Chair shall open public hearing for comments. Comments will be limited 3 minutes and the total time for the public hearings shall not exceed 30 minutes.

Chair Pettit opened the Public Hearing on the Central Arizona Fire and Medical Authority's Fiscal Year 2019-2020 Budget for public comment at 5:10 p.m.

There were no comments.

Chair Pettit closed the public hearing at 5:11 p.m.

7. PUBLIC HEARING - 2018 International Fire Code with Local Amendments

The Board Chair shall open public hearing for comments. Comments will be limited 3 minutes and the total time for the public hearings shall not exceed 30 minutes.

Chair Pettit opened the Public Hearing on the 2018 International Fire Code with Local Amendments for public comment at 5:11 p.m.

There were no comments.

Chair Pettit closed the public hearing at 5:11 p.m.

8. VOTE TO GO INTO EXECUTIVE SESSION

- A. Personnel Issue Pursuant to A.R.S. §38-431.03(A)(1) Re: Discuss and Present Chief Freitag's Annual Evaluation
- B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Re: Ambulance Services
- C. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Recently Purchased Property Near Station 59
- D. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Records Management System (RMS) Purchase

Motion to go into Executive Session at 5:12 p.m.

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

9. NEW BUSINESS

Chair Pettit reconvened into Public Session at 6:27 p.m.

- A. Motion, Discussion, and Action Regarding Chief Freitag's Annual Evaluation

No discussion.

- B. Motion, Discussion, and Action Regarding Ambulance Services

Chair Pettit made sure Chief Freitag had his direction to move forward with communications as he had been doing.

- C. Motion, Discussion, and Action Regarding SCBA Capital Purchase

Chief Polacek explained that the Board had approved the purchase of SCBAs this year; however, the intent is to purchase SCBAs with the 2018 Standard. The standard has not been approved yet; potential approval in August. The SCBAs won't be manufactured until September

or October. He shared that we have loaner bottles until the new ones are available. Chief Polacek stated that the issue is crossing over budget years; they were budgeted for in 2019, but not in 2020. This is similar to when we purchase apparatus, and he thought he would have a bid by this meeting, but it wasn't available. He stated that we'll be spending money from capital funds for this purchase next year.

Chief Tharp informed the Board that \$1.2 mil was allocated in the 2019 Budget for the purchase of SCBAs. The Board had been providing information on regarding this potential purchase. Due to new operational standard required by the NFPA, it was recommended that the updated equipment be purchased instead of purchasing outdated equipment. The recommendation was to return the capital funds that were budgeted back to the capital reserve account. Once we receive the bid, it can be re-evaluated and the Board can allocate and approve the expenditure of the capital funds not to exceed \$1.2 mil. Chief Tharp recommended this item be tabled until we receive the bids.

- D. Motion, Discussion, and Action Regarding Approval of Central Arizona Fire and Medical Authority Resolution 2019-06 and Fiscal Year 2019-2020 Final Budget and 5-Year Projection

Chief Tharp explained that the Board members had already sat through their respective Board's approval process; these approvals are also required for CAFMA to be in compliance with State statute.

Motion to approve Central Arizona Fire and Medical Authority Resolution 2019-06 and Fiscal Year 2019-2020 Final Budget and 5-Year Projection.

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

- E. Motion, Discussion, and Action Regarding Approval of Central Arizona Fire and Medical Authority Fiscal Certification for Fiscal Year Budget 2019-2020

Motion to approve Central Arizona Fire and Medical Authority Fiscal Certification for Fiscal Year Budget 2019-2020.

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

- F. Motion, Discussion, and Action Regarding Approval of Resolution 2019-05 for 2018 International Fire Code with Local Amendments

Fire Marshal Chase explained to the Board that the International Fire Code is updated every three years, and it allows each agency to adopt the Code with local amendments. He stated that one cycle may be skipped, but they don't recommend two. He sent the amendments to other area agencies including the building departments, Yavapai County Contractor's Association, and the State fire marshal has approved the suggested amendments.

Motion to approve Resolution 2019-05 for 2018 International Fire Code with Local Amendments.

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

- G. Motion, Discussion, and Action Regarding Approving 100% of Vacation and Sick Leave Retirement Distributions be Placed into Employee's Post Employment Health Plan (PEHP) for Fiscal Year 2019-2020

Chief Tharp informed the Board that this has to be approved annually. He explained that any person that separates based on policy receives their vacation and sick leave and it goes directly into the post employment health plan (PEHP) for insurance premiums only. All potential retirees were solicited, and their response was to have 100% of their payout

deposited into the PEHP account.

Motion to approve 100% of Vacation and Sick Leave Retirement Distributions be Placed into Employee's Post Employment Health Plan (PEHP) for Fiscal Year 2019-2020.

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

- H. Motion, Discussion, and Action Regarding Approval of Strategic Plan with Associated Goals and Objectives

Chief Freitag informed the Board that he along with internal and external stakeholders have been working on this project for the past six months. The annual goals and objectives are reviewed annually, and he will provide an update at the July meeting. The appendices will be added prior to placing the document on the website if this is approved. Chief Freitag explained that even though we are not currently accredited, the plan shows what we are trying to accomplish.

Motion to approve Strategic Plan with Associated Goals and Objectives.

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 Approval of Resolution 2019-04 Public Safety Personnel Retirement System (PSPRS) Pension Funding Policy

Chief Tharp explained that this is required by statute; every entity has to adopt a pension policy. This will change as we go forward due to the new software that will allow us to calculate our requirement. He reiterated that we do not have other resources available to pay this unfunded liability.

Chief Freitag shared that the Town of Prescott Valley has passed a sales tax, and they have been able to utilize those extra funds to help pay down their unfunded liability. We do not have that ability with property taxes. As a special district, we are limited unlike municipalities.

Motion to approve Resolution 2019-04 Public Safety Personnel Retirement System (PSPRS) Pension Funding Policy.

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

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

- J. Motion, Discussion, and Action Regarding Approval of Anderson Asphalt Bid of \$144,014.30 for Station 50 Parking Lot

Chief Bliss asked for approval to spend budgeted funds to improve the parking lot at Station 50. He confirmed that there have been soils engineers reviewing this project.

Motion to approve Anderson Asphalt Bid of \$144,014.30 for Station 50 Parking Lot.

Move: Jeff Wasowicz Second: Matt Zurcher Status: Passed

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

- K. Motion, Discussion, and Action Regarding Recently Purchased Property Near Station 59

Chief Bliss explained that this item is regarding property recently purchased around Station 59. He stated that the next step is to work with Town of Prescott Valley to consolidate the parcels. He asked for permission from the Board to continue negotiations with the Town and authority to obtain the legal description of the combined parcels and contact the zoning department for the change.

Motion to allow Chief Bliss to move forward with consolidation of the parcels into one and to pursue rezoning with the Town of Prescott Valley.

Director Zurcher disclosed that he is the chairman for Planning and Zoning Commission for the Town of Prescott Valley. He stated that he will be recusing himself when this item comes before them.

Move: Darlene Packard Second: Jeff Wasowicz Status: Passed

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

- L. Motion, Discussion, and Action Regarding Possible Approval for Records Management System Purchase

Chief Bliss asked the Board to approve him to move forward with this; he will bring documents as he receives them.

Motion for Chief Bliss to move forward in pursuing the records management system purchase.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

- M. Motion, Discussion, and Action Regarding Approval to Purchase Lifepak 15 Monitor

Chief Bliss informed the Board that this is a budgeted, long-term plan to purchase one unit per year as replacement cycle. He explained that a portion of the request to to purchase one unit. The remaining amount is to purchase modems for the current LifePaks to move from 3G to 4G. Verizon is phasing 3G out. The funds requested will cover the new LifePak and the modems for units we already owns.

Motion to Purchase LifePak 15 Monitor in amount \$60,738.56.

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

- N. Motion, Discussion, and Action Regarding Approval of Resolution 2019-07 Assignment of Equity for Fiscal Year 2020

Motion to approve Resolution 2019-07 Assignment of Equity for Fiscal Year 2020.

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 6:48 p.m.

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

Clerk / Date

Signature Page For: 2019 06 24 CEA Regular Minutes-Approval - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 7/22/2019

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

Darlene Packard , Board Clerk 07/23/2019