

## MINUTES

**Central Arizona Fire and Medical Authority  
Central Arizona Fire and Medical Authority Board of Directors  
CA Regular Meeting  
Monday, July 22, 2019, 5:00 pm - 6:00 pm  
Central Arizona Fire and Medical Authority, Administration  
8603 E. Eastridge Drive, Prescott Valley**

### 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 22, 2019 at 5:00 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 of Director's meeting to order on July 22, 2019 at 5:00 p.m.  
Chair Pettit and Attorney Cornelius attended telephonically.**

2. PLEDGE OF ALLEGIANCE

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

3. PRESENTATIONS

A. Prescott Valley Town Council Report

**Prescott Valley Town Council Member Don Packard provided the Board with an update on building permits the Town has issued since January. He stated there is a vacancy on the Council as Mary Mallory was appointed to the Yavapai County Board of Supervisors Board. He shared updates on many items. There is movement with a YMCA in Prescott Valley; Heights Church is making progress; the Lockheed Martin building is being marketed; MOD Pizza will be opened soon; the car wash on Highway 69 at Prescott East Highway will be opened soon; and there are talks regarding a retail building and grocery store in the back of Prescott Valley.**

B. Board Members' Reports

i. Prescott Regional Communications (PRCC)

**Director Wasowicz informed the Board that the bill is slightly higher, but our year-to-date amount is still under budget. They have hired a new director who was a previous dispatcher.**

ii. Public Records Requests

**Director Zurcher stated record requests were routine.**

iii. Legal Fees

**Director Zurcher stated legal fees were routine and in order.**

iv. Labor/Management

**Director Dobbs had nothing new to report.**

C. Letters from the Public

**Chief Freitag mentioned the letter from Prescott Valley Police regarding Engine 50 in which a door needed to be kicked in by Prescott Valley Police Department, and our crew repaired/secured the door for the homeowner.**

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 informed the Board that he attended the Prescott Valley Chamber banquet on Friday; we were awarded Partner of the Year. He noted that many in the agency support our community, noting Captain Fournier and Director Zurcher with the Turkey Drive, and Chief Tharp and Fire Marshal Chase assisting with the clean up.**

**Chief Freitag reported that one of our members was flown to the burn unit yesterday; he remains in stable condition. A Forest Service member was also injured; however, we do not have his condition. He thanked Scottsdale Fire Chief Tom Shannon and Phoenix Fire Department member services for their assistance at the hospital.**

**Director Zurcher congratulated Chief Freitag for being sworn in as President of AFCA.**

**Chief Tharp stated that in the next month or two, he will present the findings from calculating PSPRS accruals with our newly purchased software. A new actuarial firm was hired and is working toward change; if something isn't done, there will be issues.**

**Director Wasowicz asked if the Board could do anything legislatively.**

**Chief Freitag stated there are several issues that the State needs to address, specifically, there are revenue issues created by the State. The actuarial software is providing a better picture, and the new actuarial company is providing better information. State legislators trying to adjust the system without knowing what they are adjusting causes problems. If they push bringing legalized marijuana to the State, the legislature must consider taxes and how they will be utilized.**

**Director Wasowicz suggested that we provide potential resolutions to legislators and stated the Board would provide a letter of support if needed.**

**Chief Freitag added that Fire Marshal Chase has had several conversations with YCCA regarding complaints regarding the turn-around time for plans. Prevention will be meeting with a subcontractor that we may be able to utilize to assist with the backlog. It is unacceptable to have a four week turnaround. He also mentioned that contractors are reaching out to YCCA instead of contacting the Fire Marshal and Chief; he asked that they contact him prior to YCCA for a quicker resolution. We are expecting contractors to follow the code and process.**

**Director Wasowicz asked how long it takes for reviewing plans, and noted 40 were completed per the monthly report. Chief explained it could take half a day or more depending on the project size. They also have business inspections, etc. that need to be completed.**

**Chief Polacek commented on the Orme Fire and stated he appreciates the partnership we have with Forest Service and State Forestry. We are working with AMR, TriTech and Director Marin at PRCC to address issues with TriTech. AMR is installing the program and that might resolve some of the dispatch errors and reduce response time.**

#### 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 Regular Session Minutes - June 24, 2019
- B. Approve Executive Session Minutes - June 24, 2019
- C. Approve General Fund Financial Statements
- D. Approve Fire Protection Agreements: Barnes, Prater, Seets, Spellins
- E. Approve Policy Amendments - 203 Drug Policy
- F. Approve IT Support Agreement with Gary Crisenbery Effective July 1, 2019
- G. Approve Agreement with SC Audit & Accounting Solutions, LLC for Accounting Services

**Motion to approve the Consent Agenda.**

Move: Dave Dobbs Second: Matt Zurcher Status: Passed

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

6. NEW BUSINESS

- A. Motion, Discussion, and Action Related to Ambulance Service Update

**Chief Freitag reviewed Prescott's contract with AMR; the contract basically states they will follow their CON. Mesa Fire has a comprehensive agreement that includes financial penalties. We would recommend significant penalties for failure to provide service per the performance measurements in the contract.**

**He also noted that while in attendance at the AFCA/AFDA Conference, he spoke to many that had agreements; many suggested that we not sign a contract. Chief Freitag will present the Board with a potential contract.**

- B. Motion, Discussion, and Action Regarding Approval to Purchase ImageTrend Software for \$77,650 and Authorization for Chief Freitag or Chief Bliss to Sign ImageTrend E-Documents

**Chief Bliss explained that this purchase is for records management software for medical and fire data. We currently use a portion of this software through the State's subscription. This would provide a license to CAFMA and also be utilized for Fire Prevention data. This moves three systems to one.**

**Motion to approve the purchase of ImageTrend Software for \$77,650 and authorization for Chief Freitag or Chief Bliss to sign the ImageTrend e-documents.**

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

- C. Motion, Discussion, and Action Related to 2019 Goals and Objectives Update

**Chief Freitag provided the 2019 Goals and Objectives update to the Board.**

7. ADJOURNMENT

**Motion to adjourn at 5:38 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 Page For: 2019 07 22 CEA Regular Minutes-Approved - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 8/26/2019**

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      08/27/2019