



**NOTICE OF SPECIAL MEETING**  
**Central Yavapai Fire District Board of Directors**  
**and**  
**Chino Valley Fire District Board of Directors**



will meet in **Special Session on Thursday, October 15, 2015 at 6:00 p.m.**

The meeting will be held at the **Central Yavapai Fire District Regional Training Academy,**  
**9601 E. Valley Road, 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 the District'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.

**AGENDA**

**A. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS**

**B. PLEDGE OF ALLEGIANCE**

**C. CALL TO THE PUBLIC**

Those wishing to address the Central Yavapai or Chino Valley Fire District Boards need not request permission in advance. The Fire District Boards are not permitted to discuss or take action on any item raised in the Call to the Public due to restrictions of the Open Meeting Law; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or the matter be placed on a future agenda.

**D. CORRESPONDENCE**

1. Monthly Division Reports-Report from the Fire Chief and staff in regard to current activities of the Fire District and the status and progress relating thereto

**E. OLD BUSINESS**

1. Discussion and possible approval of Intergovernmental Agreement between State Forestry and Central Yavapai Fire District and between State Forestry and Chino Valley Fire District
2. Discussion and possible approval of Joint Powers Authority Agreement and Central Yavapai Fire District Resolution 15-07 and Chino Valley Fire District Resolution 15-04

**F. VOTE TO GO INTO EXECUTIVE SESSION**

1. Legal advice pursuant to A.R.S. §38-431.03(A)(3) and instruction to District Legal Counsel pursuant to A.R.S. §38-431.03(A)(4) Re: Joint Powers Authority Agreement with Central Yavapai Fire District and Chino Valley Fire District

**G. ADJOURNMENT**

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If any disabled person needs any type of accommodation, please notify  
Central Yavapai Fire District at (928) 772-7711 prior to the scheduled meeting time.



# DIVISION REPORTS

October 15, 2015  
Agenda D-1

## CHIEF'S REPORT by Fire Chief Freitag

I'd like to start by welcoming our new Finance Assistant Rhonda Skinner. Rhonda and her family live in Prescott. She has a finance degree as well as a great deal of real world experience. We are very happy that she decided work with us.

We continue to work diligently on the finer details of the Fire Authority creating plans and laying out time lines. At the September Policy Committee meeting, we prioritized the policies identifying ones that must be completed by July 1, 2016, those we would like to complete, and those that can be handled after July 1st. Administrative/IT Assistant Mowrer is working on formalizing the notes and the list for the October Policy Committee meeting. The Joint Standard Operating Guidelines (SOG) Committee is doing the same.

I have been working with Pioneer Title on a plan for the transferring deeds, obtaining title insurance, and the projected fees. Our estimated costs are \$7,254 for title insurance and \$400 in fees which by all accounts are very reasonable.

Chief Tharp met with members of the Arizona Public Employees Health Plan (APEHP) about the health insurance side of things. They will provide him a time line and specific instructions for the transition.

Our property and casualty insurer as well as our broker has already

provided a draft policy and pricing which is what we used to estimate costs in our financial analysis.

Chief Bliss, Warehouse Operations Manager Trujillo as well as the Uniform Committee are working on a plan for transitioning uniforms that should be in place by December.

Chief Polacek has scheduled a meeting with all Battalion Chiefs to discuss operational changes and set timelines for implementation.

Chief Tharp, Finance Manager Spingola, and the Finance staff have been formulating the finance plan. This includes the pay cycle and pay date alignments which will be completed by November 1st. Chino TeleStaff should also be up and running by November

We continue to work with Attorney Cornelius on plans for transitioning all intergovernmental agreements and contracts. It is our belief that a majority of these can be handled with a form letter.

### Central Yavapai



### Fire District

**Presented to  
Central Yavapai  
and Chino Valley  
Fire District  
Board of Directors**

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# CHIEF'S REPORT Continued

While we have made strides, we know there is a lot of work ahead of us. However, we feel we are doing well as far as finalizing the specifics.

It has come to our attention that there are seven annexations that were discussed at Chino's February Board meeting. While direction was given by the Board, none of the work was completed. Unfortunately, the person responsible for completing the work did not; that person parted ways with the organization in June. That said, we did not follow through as expected and some of those who should have been annexed by now have not been. Their paperwork is being processed expeditiously, and we hope to have them annexed by December. In an effort to make amends with the individual property owners, we have informed them that we will consider them part of the District immediately. Those property owners who have contracts and were just invoiced have been advised to ignore their invoices. Those without contracts that should have been annexed will have coverage at no charge until the process is complete and their properties hit the tax rolls. Those property owners affected have been notified by phone and will receive a follow-up letter confirming the phone conversation and offering our apologies for the mix up. We have identified the problem and have taken steps to ensure that something like this does not happen in the future.

In the past, Chino Valley's fire protection agreement billing cycle was November through October. We have made the necessary changes to align the billing with our fiscal year reducing workload for finance as well as those that process the agreements. This change was made on the most recent invoices providing for services through June 30, 2016. Therefore, concerned property owners may have some questions.

Public Safety Personnel Retirement System (PSPRS) reform seems to be moving forward. Professional Fire Fighters of Arizona (PFFA) President Jeffries is working closely with Senate Majority Leader Biggs to finalize all of the details. As soon as I hear more, I will provide the information.

Arizona Fire District Association (AFDA) has set their legislative agenda for the next session. The top three items are PSPRS reform, removing the tax rate cap for fire districts and returning the decision to the local areas, and adjustments to Fire District Assistance Tax (FDAT) that would take away disincentives for mergers and consolidations as well as allow the rate to adjust related to an index.

Prescott Fire Chief Light and I continue to meet on a regular basis. He has kept me in the loop on what his thoughts are going forward and ways in which he hopes to maintain his structure since the tax initiative failed. We continue to work hand in hand on regional issues as well as potential partnerships where appropriate. Chief Polacek and I attended the Prescott City Council meeting on October 6th in support for Chief Light as did for us by attending our joint Board meeting concerning the Joint Powers Authority (JPA).

I have been involved in a number of other statewide meetings and continue to network with individuals to ensure we know, to the best of our ability, what may be coming our way in the future. In addition, I have had the privilege of making presentations to both the Prescott Valley and Chino Valley Citizens Academy. I participated in the PV Chamber panel on public safety October 6th. We are scheduled to give the financial update comparing where CYFD was in 2013 and where we are headed today to the Town of Prescott Valley on November 12th.



# ADMINISTRATION by Assistant Chief Tharp

We ran into a small problem with the iPads for the Central Yavapai Board Members to use with the BoardPaq software; specifically with the format software, assigned licensing, and charging system. While this will be rectified shortly, they will not be available prior to the meeting. We will distribute the iPads to all Central Board Members by the end of the month. Therefore, the Central Yavapai Board Members will still receive a paper copy for the Central and Joint meetings this month. As we have mentioned in the past, this software will enable staff to create, update, modify, and distribute Board packets more efficiently than “hard copy” Board packets. This will be crucial in planning, creating, and distributing the Board meeting packets for the future as we will be adding a “third” packet with the creation of the JPA.

We have successfully completed the Fiscal Year 2015 field audit by Hinton Burdick. They were pleased with the information provided, and we did not have any significant lapses in reporting (compared to Chino's audit last year). Though they spent a full four days reviewing records of both Districts, they did not report any issues and felt that we were able to move forward with creating the financial reports and subsequent Management Discussion and Analysis (MD&A) documents. We feel that our efforts for both the Central Yavapai and Chino Valley Fire Districts in making changes to processes, adjusting for internal controls, and moving to the same accounting software will make our next audit (Fiscal Year 2016) and the transition to the JPA accounting even easier. It is truly a total financial team effort and I want to thank Finance Manager Spingola and Finance Assistants Butler and West for their assistance and attention to detail during the year to make this audit successful.

Finally, I was able to attend the Arizona Public Employers Health Pool (APEHP)

Board of Directors meeting. While most of the meeting was reviewing the financial reports and returns of investment for funding, we did an analysis of the claim losses for the past year...and already for the FY 2016. APEHP is keeping costs in check and is beating industry standards for claims, significant losses (above \$50,000), and premium costs. Additionally, due to the removal of Navajo County from the pool, renegotiating costs for prescriptions and looking into planning for ACA (Affordable Care Act) costs; we have a favorable financial outlook for the future with expected premium costs to return back to 3-4% versus the 9-11% we have seen in the past couple of years. This is great news as multiple organizations are considering joining APEHP including three large school districts and three fire districts. I also spoke to them about the possible JPA between the Central Yavapai and Chino Valley Fire Districts, and they are making a timeline and implementation plan for us to make the transition as smooth as possible.

On a personal note, I am excited about the possibilities and future that the JPA has to offer both organizations. I am not disillusioned that there will be challenges and hurdles to overcome, but I feel that this historic event and decision will provide a solid foundation for our organizations and a template for others to follow. The Fire Boards, citizens, and employees have required us to be innovative, cost effective, and supportive of serving the community, providing excellent emergency services, and also being mindful of the recruitment and retention of our employees. Senior Staff has tried to fulfill these requirements, and more, with the movement toward the JPA. We are appreciative of the Fire Boards, the community leaders, the employees, and citizens' support in this endeavor.



# FIRE PREVENTION

by Fire Marshal Chase

There has been a lot of activity in Prescott Valley this month. Granville Subdivision Unit 9 has started grading in preparation for roads and infrastructure along with three initial plan review submittals. Plans have been submitted for Filiberto's Mexican Restaurant which will be located at 7880 E. Highway 69 in the old Express Stop building. Another set was submitted for a 6,975 square foot building named Outlot 1. This will be located on Glassford Hill Road in front of the Kohl's. The third was for Earnhardt Volkswagen which will be located on Market Street near the KIA Dealership.

Assistant Fire Marshal Smith and Fire Inspector Ayars were very busy with school inspections throughout Prescott Valley and Dewey-Humboldt. Their hard work is appreciated as it provides for the safety of students and faculty in all of the schools in Central Yavapai Fire District. Additionally, Fire Inspector Ayars and Engineer Bushman attended Arizona State Fire School Fire Inspector II class.

Assistant Fire Marshal Smith wrote an article for the Mountain Club community newsletter. I gave a fire extinguisher and safety class to staff at the Prescott Valley Comfort Suites.

Construction at the Villas in Stoneridge is progressing, and we are providing fire sprinkler inspections for each residence. We are working with the contractor on their sprinkler system for the Oasis Church in Dewey. Engineer King did a fantastic job with events during Patriot Week. His dedication and hard work is appreciated.



## HALLOWEEN FIRE SAFETY TIPS

- »»» **When choosing a costume**, stay away from long trailing fabric. If your child is wearing a mask, make sure the eye holes are large enough so they can see out.
- »»» **Provide children** with flashlights to carry for lighting or glow sticks as part of their costume.

### Fire Prevention Activities - September

- 67 Business Inspections
- 3 Construction Inspections / Reviews
- 17 Alarm / Sprinkler Testing and Plans Reviews
- 2 Fire Investigations
- 65 Public Education Activities (Fire Pal, Car Seat, Other)
- 7 Preconstruction Meetings / Plan Reviews





# OPERATIONS by Assistant Chief Polacek

Fall is in the air, and it has brought all off District resources back to the District. After two months of wildland fires in California, Idaho, Montana, Washington, and Oregon all personnel and equipment are back home safely. This year has turned out to have been quite a busy wildland fire season for both Fire Districts.

In September the Honor Guard was busy with the First Annual Patriot Run. This was a fundraiser for the Central's Honor Guard which proved to be successful with more that 300 participants. The money raised helps to pay for travel expenses when our Honor Guard members travel to Memorial events around the state and country. The Honor Guard also participated with the Healing Fields, the Fallen Fire Fighters Memorial in Colorado Springs, and attended funeral services for retired Mayer Fire Chief Robert Houser.

Technical Services Manager Ogden, Prescott IT Director Keegan, and I discussed the bid process for the new CAD system. This is a

high priority for the City, and we are taking an active roll in the process to ensure we receive a quality product. We discussed gathering information on what we are looking for in a CAD system and what capabilities are needed. We will solicit input and provide it to Nate by December so he can write a Request for Proposal for the new CAD system. We also discussed doing site visits with agencies that have CAD systems that are being considered, as well as having vendor presentations prior to making a final decision. Over all we are moving forward and will be giving our input into the process. Implementation of the new CAD system will take about a year.



## CPR TRAINING

**HEALTHCARE PROVIDER**

**October 24 and December 5**

**HEARTSAVER CPR &  
FIRST AID**

**November 14**

**Register Online** [www.centralyavapaifire.org](http://www.centralyavapaifire.org)

**Information 928-772-7711**

# SUPPORT SERVICES by Assistant Chief Bliss

Fleet Services has been busy this month with servicing the engines and staff vehicles that have returned from wildland fires. During the two weeks or more of the assignments, the vehicles are exposed to road and use conditions that are outside normal in-District use. Because of this, Fleet Services Manager Scaife has established a practice of checking the vehicles thoroughly on return to address any needs and prevent any surprises.

Welcome to our newest Mechanic, Travis Kohler. He is doing well and is being introduced to the wide variety of jobs that Maintenance perform. Due to his background as a large auto dealership service manager, he is very knowledgeable of the staff vehicle portion of our fleet.

Technical Services has been catching up on smaller projects in the last few weeks as well as continuing to tie up loose ends related to the Chino Valley network.

The Mayer Fire District dispatch arrangement out of the Technical Services building has been meeting Mayer Fire's immediate need. The agreement for supporting the temporary situation will expire mid-October. They have made long-term arrangements with Rural/Metro for dispatch services and our Technical Services personnel have been assisting with that transition. It is our hope that Mayer Fire will eventually be able to be dispatched out of the Prescott Regional Communications Center in order to better coordinate mutual aid responses.

As always, Facilities Maintenance Coordinator Muniz has several projects under way. These include annual fire alarm and extinguisher checks and maintenance, repair work to physical training equipment, and coordination of landscaping. The landscaping work included tree trimming at a couple of stations as well as the placement of 5 tons of rock at Station 53 that was needed to address long term wear. He has also begun coordinating Station 61, 62, and 63 maintenance with Chino Battalion Chief Cox.

Warehouse Operations Manager Trujillo continues to keep the warehouse running well with regular deliveries of supplies to all ten of the future Fire Authority stations. We have begun considering what steps will be needed to integrate the equipment of both Districts but are waiting until an agreement is signed before taking action. One of the important steps will be to record the equipment assets of each District.



# TRAINING

by Training Chief Feddema

The level of activity at CYRTA continues to rise with the fall training sessions. CYRTA staff is hosting national, statewide, regional, and internal training courses. In the month of October, there are several courses that fall into these various categories, including the National Fire Academy's off-campus course, Politics and the White Helmet. There are also several statewide and regional training courses being offered, which include the wildland course, Firing Operations (S-219) and the 16-Hour Incident Safety Officer course. The internal training that will occur is being conducted by Central's Special Operations Program. They will be conducting their annual engine company training that includes a review of the required ropes and knots as well as a review of the engine company's role in a confined space rescue.

The Incident Safety Officer course, that is being offered through the Arizona Center for Fire Service Excellence, (AZCFSE) is scheduled for October 21 and 22. Two of Central's Company Officers Zach Fields and Brody Fields will be teaching the course hosted by CYRTA. Both are recent instructors for the AZCFSE which was established in 2010 and is a consensus body representing Arizona's fire services. We have been able to attract firefighters from around the state who will be attending this course.

The firefighter academy graduation was held at CYRTA on October 7th. Firefighter Ryan Trask will begin working with Station 58-C on October 13th, and Firefighter Kyle Runo will begin working with Station 53-A on October 16th. Captain Dustin Parra did an excellent job training and coordinating the Firefighter Academy for the two new recruits.

This has been a long six weeks and while they both have done very well, they are both eager to start their first shift with Central Yavapai.

The goal of CYRTA is to continue to bring training relevant to the needs of our personnel to ensure that classes are offered to maintain current qualifications. With the JPA on the horizon, we have started to review training for both agencies and the necessary adjustments that will need to take place. This will be a coordinated effort that will require a review of the Standard Operation Guidelines from both agencies.

Happy  
Halloween



Photo courtesy of Matt Hinshaw  
Taken during live fire quarterly training





## Central Yavapai Fire District Response Report - September 2015

Land Area: 162 sq. miles    Population: 70,701    Fire Stations: 7 Staffed Stations

### Responses in CYFD

|                           |   |
|---------------------------|---|
| TOTAL FIRE                | 5 |
| BLDG FIRE                 | 0 |
| BLDG CONTAINED            | 0 |
| MOBILE HOME/PORTABLE BLDG | 0 |
| VEHICLE                   | 1 |
| BRUSH/GRASS               | 4 |
| OTHER                     | 0 |

**Fire is 0.76% of call volume**

|           |     |
|-----------|-----|
| TOTAL EMS | 441 |
|-----------|-----|

**EMS is 67.02% of call volume**

|                   |     |
|-------------------|-----|
| OVERPRESSURE      | 0   |
| HAZMAT            | 8   |
| SERVICE           | 113 |
| GOOD INTENT       | 69  |
| FALSE ALARM/OTHER | 21  |

**Other is 32.07% of call volume**

|                  |     |
|------------------|-----|
| TOTAL # OF CALLS | 657 |
|------------------|-----|

|                       |         |
|-----------------------|---------|
| Residential Fire Loss | \$0     |
| Vehicle Fire Loss     | \$4,500 |

|                                  |     |
|----------------------------------|-----|
| Calls in Town of Prescott Valley | 430 |
| Calls in Town of Dewey-Humboldt  | 32  |
| Calls in rest of District        | 196 |
| Calls out of District            | 0   |

|                                  |       |
|----------------------------------|-------|
| Average total # of calls per day | 21.93 |
| Avg fire calls per day           | 0.17  |
| Avg EMS calls per day            | 14.70 |
| Avg all other calls per day      | 7.03  |

|                     |    |
|---------------------|----|
| Auto Aid Given      | 94 |
| Auto Aid Received   | 62 |
| Mutual Aid Given    | 1  |
| Mutual Aid Received | 0  |

### Unit Responses

|     | In District | Total Responses |
|-----|-------------|-----------------|
| E50 | 127         | 129             |
| E51 | 19          | 121             |
| E53 | 143         | 144             |
| E54 | 93          | 94              |
| E57 | 26          | 28              |
| E58 | 133         | 134             |
| E59 | 101         | 104             |
| T50 | 0           | 0               |

### Request for service per agency at PRCC

|      | MONTH | YTD   |
|------|-------|-------|
| PFD  | 653   | 5,982 |
| CYFD | 658   | 5,914 |
| CVFD | 220   | 2,003 |
| GCFD | 12    | 90    |
| OD   | 7     | 53    |
| WKFD | 2     | 26    |
| WVFD | 10    | 72    |

### Top 5 Call Types

|     |                             |
|-----|-----------------------------|
| 416 | EMS                         |
| 50  | Public Service Assistance   |
| 42  | Cancelled en Route          |
| 35  | Assist Invalid              |
| 14  | Vehicle Accident w/Injuries |

| Station      | Number of move-ups |
|--------------|--------------------|
| 50           | 58                 |
| 51           | 54                 |
| 53           | 4                  |
| 54           | 0                  |
| 57           | 0                  |
| 58           | 0                  |
| 59           | 3                  |
| <b>TOTAL</b> | <b>119</b>         |