

CENTRAL YAVAPAI FIRE DISTRICT  
FIRE BOARD  
REGULAR SESSION

November 17, 2015

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Chairman Rutherford called the Central Yavapai Fire District Fire Board meeting to order on Tuesday, November 17, 2015, at 2:00 p.m. at Town of Prescott Valley, Library Auditorium, 7401 E. Civic Circle, Prescott Valley, Arizona.

Members Present: Board Chairman Steve Rutherford, Board Clerk Bob Page, Board Members Darlene Packard and Tom Steele

Members Absent: Board Member ViciLee Jacobs

Staff: Fire Chief Scott Freitag, Assistant Chief of Administration Dave Tharp, Administrative/IT Assistant Laura Mowrer

Others in Attendance: Attorney Nick Cornelius

2. PLEDGE OF ALLEGIANCE

Chairman Rutherford led the recitation of the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

No presentation was made.

B. Capital Replacement Plan

Chief Tharp provided the Board with an overview of the combined Central and Chino Capital Replacement Schedule.

He explained that the schedule is a planning tool and is also required by policy, Standard Operating Guidelines, and the accreditation process. He clarified that engines are operated for 10 years as front-line engine and then at least 10 additional years in a reserve status. Therefore, these vehicles including engines, water tenders and patrols are a 20-year investment. Additionally, due to the work performed by Fleet Maintenance staff vehicle mileage has been increased to 160,000.

Surplus status is reviewed annually to determine if their life can be extended. Some of the water tenders are 30+ years old, and they are still in good condition; there is no reason to get rid of them.

Chief Tharp explained that we purchase under a cooperative agreement and that the District was able to save about \$120,000 on a recent purchase by purchasing two vehicles at the same time. The estimates are calculated on about a 3% annual increase. Engines are also moved to slower stations to allow for extended life prior to placing them into reserve status.

Chief Tharp confirmed that future commitments are also reviewed, and we currently have a very healthy capital reserve of \$8 mil. However, the Board has requested that the balance be reduced over the next ten years. The original plan indicated capital reserve expenditures of approximately \$1.5 mil per year leaving a balance of \$400,000 by 2021, but items may be moved back. While the vehicle's life is extended, we are building the savings account to make the purchase. We used to finance buildings and vehicles which was very costly.

This schedule is a working document and may be adjusted during the budget process. Chief Tharp explained that this schedule is not a fixed asset listing.

Chief Tharp explained that staff is trying to balance between using the Capital Reserve Account and the Maintenance and Operating Budget to make these purchases. He mentioned that in 1999-2000 there was \$300,000 in the capital reserve account. The push to build this fund was in 2008-2009 as the recession started. The height of the Capital Reserve account was \$9.5 mil. The current balance is near \$8 mil. By the year 2026 the projected balance is \$4 mil with Chino Valley's capital funds included.

Chief Freitag cited that we need to determine what the balance should be and determine how to maintain that. We currently have about 6 months of operating capital in savings and the projection drops that to about 3 months. Even though we are able to keep engines longer, they still need to be replaced.

Chief Tharp explained that the current spending falls in line with the projections; we want a gradual decline in the capital reserve account. However, the reserve account also assists in reducing spikes to the tax rate for large expenditures.

Chairman Rutherford stated that Prop 117 places limitations on the District.

Chief Tharp explained that land and building expenditures are also included on the schedule. He mentioned that we are in the process of remodeling Station 53 again to accommodate staff for a few more years. A new Admin building is listed at \$350,000 over five years; however, the expenditure is not included. He stated that we are trying

to make a plan that is acceptable to the Board, the residents, and the organization to provide necessary services.

Chief Tharp acknowledged that the District is limited to a 2.5% to 3.5% annual revenue increase.

Chairman Rutherford reiterated that the capital reserve is a combined amount between Central and Chino and spending it down to \$4.3 mil with an anticipated \$23 mil budget is not a very strong position.

Board Member Steele asked that if Prescott Valley adds 12,000 homes, has staff considered entering into discussions regarding funds for capital infrastructure.

Chief Freitag mentioned that Sun City Fire District is running into a similar situation because of the recession and Prop 117 they had to close a fire station and lay off 13 personnel yet their call volume continues to increase. There is a large developer that would like to come into the community; however, the fire agency is unable to provide the necessary services. He explained that since Sun City is surrounded by other agencies, they are asking tax payers in those areas to pick up the tab for the increased call volume. Chief Freitag stated that there does not appear to be a good way to approach the town to request additional funds.

Chairman Rutherford stated that the town can access impact fees; however, the District cannot. He suggested developing agreements so we can have a say in the process and encourage annexation so that the District may start receiving revenue as early as possible.

Board Member Steele stated that the Town wants the capital from the developers to prepare for police, schools, etc. Maybe the developer should be required to assist.

Chief Tharp stated that some developers have provided land for future stations; however, then the District must have the funds to build the station. The District is not allowed to charge impact fees as the Town.

Chairman Rutherford stated that the Town levies a public safety (police) fee. Maybe there is an opportunity there.

#### 4. CALL TO THE PUBLIC

Those wishing to address the Central Yavapai Fire District Board need not request permission in advance. The Fire District Board is 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 may be placed on a future agenda.

Chairman Rutherford opened the meeting for public comment; however, there was none.

5. CONSENT AGENDA

All matters listed under Consent Agenda are considered to be routine by the Central Yavapai Fire District Board and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately for discussion and possible action.

- A. Approve October 15, 2015 Central Yavapai and Chino Valley Fire Districts Special Session Minutes
- B. Approve October 15, 2015 Regular Session Minutes
- C. Approve General Fund Financial Statements
- D. Approve Bond Debt Service Financial Statements

Board Member Packard made a motion to approve the consent agenda items A through D. Board Member Steele seconded the motion. MOTION CARRIED

AYES: Packard, Page, Rutherford, Steele  
NAYS: None

6. CORRESPONDENCE

A. Letters from the Public

Chairman Rutherford mentioned there was a very nice handwritten note thanking the crews and a letter complementing Captain Kelley.

Chief Freitag confirmed that while Captain Kelley was in Atlanta attending a L.A.S.T. training session he was contacted by the Atlanta Fire Department to share how Central Yavapai and Chino Valley Fire Districts handle internal communications in hopes that Atlanta Fire could improve their internal morale.

B. 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

Chief Freitag shared that Prescott Fire Department is anticipating 90-110 rolling station brown outs next year and that staff has been speaking with Prescott Chief Light working through the logistics. We have come up with a good plan. We have automatic and mutual aid agreements and do not want this to affect our residents.

Chief Freitag provided Chief Polacek's update and explained that we are working through some concerns with YRMC. They increased the medication costs by 46% and stated that the District would be charged the retail for all medications purchased. We are also exploring options with other agencies.

We are trying to schedule a meeting with fire districts and legislative representatives from District 1 and 6 prior to the upcoming Legislative session to discuss the budget effects of Prop 117. Representatives are holding meetings to discuss the financial conditions of rural fire agencies.

Chief Freitag mentioned that there was a proposed \$18 billion development in Pinal County; however, it may not happen due to the fire agency's inability to provide services.

Board Member Steele asked if the cost of PSPRS was the reason that agencies are trying to raise the \$3.25 tax limitation. Chief Freitag confirmed that the cost of PSPRS, Prop 117, and the decreased property value. He used Montezuma- Rimrock as an example. They are bringing in less money today at a tax rate near \$5.00 than they were when the tax rate was \$1.90. The tax rate and the tax revenue are not the same. The intent is to remove the tax rate cap and allow the rate to be set locally. While Central Yavapai has a plan in place to keep the tax rate lower going forward, funding the capital reserve is a concern. There is also a plan for Chino to control costs and start decreasing them. Other agencies are so severely limited and they do not have growth potential -- they are absolutely stuck.

Chief Freitag explained that a brown out occurs when an engine is down to two personnel due to someone calling off sick and there are no funds to pay overtime to fill the position. The fire station will be closed for the day, and they will staff a patrol to run calls to try to keep the engines in service more. It is considered a rolling brown out because you do not know what station might be impacted until that day. An option to reduce the impact would be to remove that station from the available response.

Chief Tharp apologized to the Board for not having the iPads for this meeting and explained that the delay was due to replacing the server and implementing the new email accounts in preparation of CAFMA. The iPads should be available in December.

Fire Marshall Chase explained that he attended the Dewey-Humboldt Council meeting and Council Member Nancy Wright expressed her appreciation for Central Yavapai. Additionally, a child car seat event was held at Walmart in which 24 car seats were correctly installed and 6 seats were provided for those in need. CYRTA Maintenance Assistant Edgar Rocha participated in Prescott Valley Police Department's Spanish speaking outreach event. We will also be including safety articles in a local Spanish magazine.

Chief Freitag clarified that the Fire House software program is used for fire and EMS records; however, it does not interface with the current CAD dispatch software. It is anticipated that the new CAD system will interface directly with a records management program to improve accuracy and reduce workload in completed reports. This records management software would be placed in a future budget. The records management software that Chief Tharp was referring to is related to all other District records.

7. OLD BUSINESS

A. Discussion and Possible Action Related to Training Center Drainage Issues

Attorney Cornelius informed the Board that the process continues, and there was an onsite survey conducted last month. He explained that Central filed a lawsuit against ACE Hardware and BlueScope. ACE then filed against BlueScope and BlueScope sued Fain Construction. A motion was filed to consolidate the two cases and everything is proceeding as planned.

8. NEW BUSINESS

A. Swear in Local Public Safety Personnel Retirement System (PSPRS) Board Members

Chief Freitag stated that Ron Litchfield and Lee Beaudette were not able to attend this meeting and they will need to be sworn in next month.

B. Discussion and Possible Approval of Purchasing Electronic Document Archiving Software

Chief Tharp explained that this is an electronic document management system that will allow for documents to be stored electronically versus paper copies and records retention perimeters may be added to allow more efficient record storage and purging. As the District grows, it is difficult to track paper documents and verify that they are being retained and destroyed according to State requirements.

Chief Tharp provided an overview of the bids. Laserfiche is an international, well known company; however, the cost is about \$60,000 plus additional licensing and maintenance fees with an estimate of \$85,000. Their system does not allow for the records retention purging that we need. There are not many programs that allows for the report and destruction of documents. There are documents that are required to be tracked and retained for 50 years.

ColumbiaSoft's Document Locator program has records retention capability; was written and integrated for a couple fire districts, and the bid is less expensive. The \$21,000 quote does not include maintenance or technical services cost, because they will bill as needed; not to exceed \$9,000.

Chief Tharp stated that the Board will have to approve using contingency funds as this is not a budgeted item.

Chief Tharp explained that staff spends 8 hours per week on records retention and is slowing falling behind with the added requirements. He mentioned that he did review the Town of Prescott Valley's software; however, it is an integrated system that goes beyond records management. He also shared that several years ago some of the District records that were stored offsite were destroyed by fire. It is his hope that the cost will be bore between Central Yavapai and Chino Valley, because this software will be used for the Central Arizona Fire and Medical Authority. Central will hold the licensing, and Chino and CAFMA can be added at no additional cost. Chief Tharp confirmed that the maintenance cost is locked in for five years.

Chief Tharp stated that we have adequate server space, the current copier/scanner is compatible, and emails can also be stored. He recommended that the records remain on District servers instead of the cloud so that we have control over the data.

Clerk Page made a motion to authorize expending contingency funds in the amount of 83% of the total proposed quote of \$30,858 -- our specific amount would be \$25,612 contingent upon by the approval by Chino Valley Fire District to expend \$5,246. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Packard, Page, Rutherford, Steele

NAYS: None

C. Discuss and Approve Purchase of Vehicle for Fire Prevention

Chief Freitag explained that this vehicle is a 1996 Tahoe with over 164,000 miles; this vehicle is in the capital replacement plan.

Chief Bliss mentioned that this vehicle purchase is a budgeted item and would be a replacement for Fire Inspector Ayars.

Board Member Steele asked if we could save some money by purchasing an SUV import/American vehicle. Chief Bliss asserted that the inspectors, on occasion, have had the need for a four wheel drive. Additionally, purchasing a Tahoe keeps a consistent fleet.

Fleet Services Manager Scaife explained that fleet continuity allows for Maintenance to keep routine parts in stock, and the maintenance on foreign vehicles is usually higher. Fire Inspector Ayars also needs the additional cargo space that the Tahoe affords. Other makes and models may be considered in the future.

Board Member Steele made a motion to approve the purchase of a 2016 Chevy Tahoe from Courtesy Chevy for a price not to exceed \$40,000. Clerk Page seconded the motion. MOTION CARRIED

AYES: Packard, Page, Rutherford, Steele

NAYS: None

D. Approve New Job Description Administrative Assistant IV and Administrative Wage Scales

Chief Tharp explained that this completes the final phase of the non-operations' succession planning. The Administrative Assistant I, II, and III positions have been reworked and renamed. The Administrative Assistant IV Job Description is a new position that has been approved through the Policy Committee and needs Board approval. The Administrative Manager Job Description is already in existence. The succession planning matrix is included for reference. The associated wage scales also need to be approved. The Administrative Manager wage scale is consistent with the HR and Finance Manager's scales. The proposed wage scale has an almost \$17,000 increase do to current members earning more than an administrative manager would be. Additionally, the manager job duties were taken into consideration.

Chief Tharp asked for the Board's approval for the new Administrative Assistant IV Job Description and the wage scale for Administrative Manager. He mentioned that not all of these positions are filled; there is no one in the Administrative III or IV positions. We have personnel in Administrative I and II positions and are in the process of filling the administrative manager position.

Chief Tharp confirmed that there are currently five Administrative I and II positions; however, one member recently resigned. Member can potentially move up, but there is no guarantee as it is depended upon their abilities and District needs. The Administrative IV position is an assistant to the Manager, and this position may not be needed for several years. We may be able to move one person up to the Administrative III position, because they fulfill the requirements, but we may have a promotional opportunity with multiple people vying for that position.

Board Member Steele asked if the manager position was a salaried position. Chief Tharp explained that the position is hourly and is eligible for overtime. Board Member Steele asked if that was traditional as he expected that a salary of \$60,000 would require someone to work additional hours without compensation. Chief Tharp explained that the position could be classified as exempt, but he stated that a lot of staff already work extra hours without his knowledge, and the District is obligated to pay them. Chief Tharp stated that a survey of other organizations and municipalities revealed that this scale is on the low end and that manager positions are not typically salaried positions.



Board Member Steele expressed his concern that government wages are getting too far away from the private sector. Chairman Rutherford stated that this could be placed on a future agenda as there are other comparable positions that would be impacted and you might run into discrimination issues. This would need to be discussed on a larger scale.

Chairman Rutherford confirmed that all positions require no felonies within 10 years or misdemeanor within three years.

Clerk Page made a motion to approve Administrative Assistant IV Job Description, Administrative wage scales, and removal of Administrative/IT Assistant, Public Safety Telecommunications Technician, and the Information Technology Specialist Job Descriptions. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Packard, Page, Rutherford  
NAYS: Steele

E. Discuss and Possibly Approve Board Meeting Day, Time, and Location Change

The Board discussed the possibilities of holding Board meetings on the third Tuesday of the month and rotating the location between Prescott Valley and Chino Valley.

Board consensus is for Central's meeting to start at 2:00 p.m. and then the Chino and CAFMA meetings could follow.

Chief Freitag will share this with the Chino Valley Fire District Board and stated that this change may not occur until January 2016; however, we need another CAFMA meeting in December.

Chairman Rutherford stated that it would be good if the CAFMA meeting could be scheduled for December 15.

F. Discuss and Approve Conflict of Interest Waiver and Intergovernmental Agreement with Chino Valley Fire District for Shared Operations Personnel

Attorney Cornelius provided a conflict of interest waiver for the Intergovernmental Agreement for Operations Personnel and stated that the Board may see this agreement in the future as items arise.

Board Member Steele made a motion to approve the conflict of interest waiver with Attorney Cornelius regarding the Operations Personnel Agreement and approve the shared Operations Personnel Intergovernmental Agreement with Chino Valley Fire District. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Packard, Page, Rutherford, Steele  
NAYS: None

G. Discuss and Approve Capital Replacement Schedule

Chairman Rutherford stated that this plan will also require approval by Chino Valley Fire District as it is a combined plan.

Chief Bliss explained that the title of the schedule provided at the Board meeting was amended to include both Chino Valley and Central Yavapai and there was also a \$41,000 adjustment to staff vehicles.

Clerk Page made a motion to approve the Central Yavapai and Chino Valley Fire District capital replacement plan. Board Member Packard seconded the motion.  
MOTION CARRIED

AYES: Packard, Page, Rutherford, Steele  
NAYS: None

9. VOTE TO GO INTO EXECUTIVE SESSION

A. 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: Training Center Drainage

No further discussion.

B. 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: Intergovernmental Agreement with State Forestry

Attorney Cornelius stated the this agreement is still being reviewed by several agencies and their attorneys.

C. Legal Advice Pursuant to A.R.S. § 38-431.03(A)(3) and Personnel Matter Pursuant to A.R.S. § 38-431.03(A)(1) Re: Public Safety Personnel Retirement System (PSPRS) Local Board Member Applications

Chief Tharp informed the Board that the executive session was available if needed. He confirmed that all candidates were provided with the 24-hour notice and one candidate is in attendance.

D. Consultation for Legal Advice with Attorney Pursuant to A.R.S. §38-431.03(A)(3) and Legal Advice Regarding Contract Subject to Negotiations Pursuant to A.R.S.

§38-431.03(A)(4) Re: Conflict of Interest Waiver and Intergovernmental Agreement with Chino Valley Fire District for Shared Operations Personnel

The executive session was not required.

10. OLD BUSINESS CONTINUED

A. Discussion and Possible Action Related to Training Center Drainage Issues

No discussion.

B. Discussion and Possible Action Related to State Forestry Agreement

No discussion.

11. NEW BUSINESS CONTINUED

A. Discussion and Possible Action Related to Public Safety Personnel Retirement System (PSPRS) Local Board Member Applications

Chairman Rutherford explained that there was a question regarding the residency requirements due to a candidate having a second home in another state.

Attorney Cornelius advised the Board that they should not require the candidate to provide proof of 183 days residency within the District.

Chief Freitag mentioned that Local PSPRS Board Member Jacobs did have a concern related to a candidate's residency and also their availability for open meeting law training.

Attorney Cornelius mentioned that the Local PSPRS Policy Manual will be reviewed and confirmed that the open meeting law training is not a requirement; however, the review of the laws is.

It was mentioned that Mr. Barringer has been on the Local PSPRS Board since its inception and Mr. Robison has served for 27 years.

Chief Freitag reminded the Board that with the creation of CAFMA there will be one Local PSPRS Board.

Chairman Rutherford shared that it appears the Local PSPRS Board's first and second choice is Mr. Robison and Mr. Williams with Mr. Nathenson being the third choice. Chairman Rutherford Thanked Mr. Nathenson for attending the meeting and all that applied.

Board Member Packard made a motion to approve Mr. Robison for the 4-year term and Mr. Williams for the 2-year term. Clerk Page seconded the motion. MOTION CARRIED

AYES: Packard, Page, Rutherford, Steele  
NAYS: None

B. Discussion and Possible Action Related to the Conflict of Interest Waiver and Intergovernmental Agreement with Chino Valley Fire District for Shared Operations Personnel

Attorney Cornelius mentioned that there was no discussion regarding the IGA when the conflict of interest waiver and IGA was approved.

Chief Freitag verified that the Board was aware that the motion included the approval of the agreement with the waiver and wanted to make sure the Board had an opportunity to discuss the agreement if needed.

The Board was aware that both items were approved; no additional discussion.

12. ADJOURNMENT

Board Member Packard made a motion to adjourn the meeting. Clerk Page seconded the motion. MOTION CARRIED

AYES: Packard, Page, Rutherford, Steele  
NAYS: None

Board meeting was adjourned at 4:13 p.m.

12-15-15  
Date  
Bob Page, Board Clerk