

**Central Arizona Fire and Medical Authority
Board of Directors
Regular Session**

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Member Rutherford called the Central Arizona Fire and Medical Authority (CAFMA) Board of Directors' meeting to order on Thursday, November 5, 2015 at 4:04 p.m. at Chino Valley Fire District, 1133 W. Road 3 North, Chino Valley, administrative classroom.

Members Present: Board Members Dave Dobbs, Bob Page, Julie Pettit, Steve Rutherford

Members Absent: None

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

Others in Attendance: Attorney Nick Cornelius (telephonically)

2. PLEDGE OF ALLEGIANCE

Board Member Rutherford led the recitation of the Pledge of Allegiance.

3. CALL TO THE PUBLIC

Board Member Rutherford opened the meeting for public comments.

No comments.

4. NEW BUSINESS

A. Swear in Central Arizona Fire and Medical Authority Board of Directors

Chief Freitag swore in new Central Arizona Fire and Medical Authority Board of Directors: Dave Dobbs, Bob Page, Julie Pettit, and Steve Rutherford.

B. Discuss Appointment and Approve Fifth Board of Director

Board Member Rutherford explained that there is a vacancy on the Chino Board, and the other two Chino Valley Fire District Board Members have conflicts and are unable to sit on the Fire Authority Board. He mentioned that Dave Dobbs term expires in November 2018 and the other terms expire in 2016.

Board Members Packard and Steele's terms expire in 2018 and Board Member Jacob's term ends in 2016.

Tom Steele mentioned he would be willing to serve. Board Member Rutherford stated that ViciLee Jacobs had informed him that she would also be willing to serve. All Central Yavapai Board Members are willing to serve.

Board Member Page made a motion that Tom Steele be appointed as the fifth director to the Board. Motion died due to failure of a second.

Board Member Rutherford made a motion to appoint Darlene Packard as the fifth member of the CAFMA Board. Board Member Dobbs seconded the motion.

MOTION CARRIED

AYES: Dobbs, Pettit, Rutherford

NAYS: Page

5. VOTE TO GO INTO EXECUTIVE SESSION

A. Personnel Matter Pursuant to A.R.S. § 38-431.03(A)(1) Re: Candidates for the Fifth Board of Director's Position

Executive session not required.

6. NEW BUSINESS CONTINUED

A. Swear in Central Arizona Fire and Medical Authority Board of Director

Chief Freitag swore in newly appointed Central Arizona Fire and Medical Authority Board Member Darlene Packard.

B. Elect Chairperson and Clerk

Board Member Rutherford stated that the chairperson and clerk will serve until the next general election cycle.

Board Member Dobbs made a motion to appoint Board Member Rutherford as Chair for the Central Arizona Fire and Medical Authority Board. Board Member Page seconded the motion. MOTION CARRIED

AYES: Dobbs, Page, Pettit, Rutherford, Packard

NAYS: None

Board Member Dobbs made a motion to appoint Julie Pettit for Clerk. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Dobbs, Page, Pettit, Rutherford, Packard

NAYS: None

C. Approve Central Arizona Fire and Medical Authority Bylaws

Chairman Rutherford stated that per the joint powers agreement, the initial bylaws and policies are going to be the documents that are currently in place for Central Yavapai Fire District.

Attorney Cornelius clarified that the Board Policy Manual that has been presented will need to be updated.

Board Member Packard made a motion that we adopt Central's by-laws for the Authority. Clerk Pettit seconded the motion. MOTION CARRIED

AYES: Dobbs, Page, Pettit, Rutherford, Packard
NAYS: None

D. Approve Central Arizona Fire and Medical Authority Board of Directors Policies

Board Member Page made a motion to approve Central Arizona Fire and Medical Authority Board of Directors Policies. Clerk Pettit seconded the motion. MOTION CARRIED

AYES: Dobbs, Page, Pettit, Rutherford, Packard
NAYS: None

E. Discuss Status of Employer Identification Number (EIN) and Fire District Identification Number (FDID)

Chief Freitag stated that an employee identification number was obtained; however, it needs to be modified as a non-taxable, state subdivision entity. He explained that FDID is being obtained through the State.

Chairman Rutherford reminded everyone that the Fire Authority is organized under the Arizona Revised Statutes and is not required to be a corporation.

Attorney Cornelius stated that he is trying to verify this with the Arizona attorney general.

F. Discuss Budget Process

Chief Freitag mentioned that Chief Bliss is preparing budgets for both Central Yavapai and Chino Valley Fire Districts as if the Authority did not exist for comparison. Then the CAFMA budget will be created showing the funds transferred in from the Districts and the remaining contingency funds; this will include capital purchases.

Chief Bliss stated that capital replacement schedules will be presented to the separate Boards this November, but they will be under the Authority Board next year.

Chief Freitag explained that all Central and Chino Board members will have an opportunity to review the detailed CAFMA budget.

Chairman Rutherford verified that the budget process for CAFMA will be the same as Central's in previous years.

Chief Bliss said the draft budgets will be presented to the Boards in April, and he would prefer making one presentation at a joint Board meeting.

Chief Tharp explained that it is extremely important to have a work/study session to allow time for all Board Members to ask specific questions. This may be accomplished in a joint session.

Chairman Rutherford confirmed that the same budget process will be used as it has been in the past. Chief Tharp stated that the Boards will be presented with a budget schedule February, and the property valuations will be also be available at that time.

G. Discuss and Approve Board Meeting Times and Locations

Chairman Rutherford agreed to coordinating meetings, and he suggested an earlier versus later time of day. Board Member Page suggested that the Central Board meetings be held prior to the CAFMA meeting.

The Board discussed that the length of the meetings will transition from the individual District's meetings being longer to the Authority meeting being the main focus as we near July 1.

Clerk Pettit suggested taking these ideas back to the District Boards and soliciting their recommendations.

Chief Tharp suggested the third or fourth week of the month in order to provide timely financial reports.

The Board discussed holding the Board meetings on the third Tuesday and rotating between Chino Valley and Prescott Valley. A suggestion was made to hold the Central meeting first, then CAFMA, followed by the Chino meeting.

These suggestions will be presented to the Central Yavapai and Chino Valley Fire District Boards for confirmation.

H. Discuss Time Lines for Other Items that need to be Completed by July 1, 2016

Chief Freitag explained that the Districts' insurance provider, VFIS, will add CAFMA as additionally insured to Central and Chino's policies. Deeds and titles will be transferred as of July 1, 2016 in order to save money. Additional insurance would be required if these items are transferred prior to July.

Chief Freitag explained that PSPRS is currently working on actuarial so both Districts will have those numbers to compare to the CAFMA actuarial.

The Mission Vision and Values Committee will be meeting next week.

January 22, 2016 is the kickoff date for the Strategic and Business Planning Committee which will consist of senior staff, administrative managers, board members, CAFMA Board members, town managers, county supervisors, elected official from Chino Valley and Prescott Valley, and Prescott Valley Chamber of Commerce president. The full day meeting will be divided so that outside members will only need to be at the morning session.

Chief Freitag mentioned that the DUNS number will need to be re-registered.

Chief Tharp stated that human resources, finance, and administration has stated taking on assignments which entail records retention, contracts, agreements, and employee benefits (retirement accounts, health insurance, etc.). Nationwide Retirement, Arizona Public Employee Health Plan (APEHP), and our insurance broker have volunteered to assist with processing paperwork to move members to the Authority.

Chief Tharp mentioned that he is working with the auditor preparing for the financial requirements of Central Yavapai and Chino Valley Fire Districts and CAFMA. He also explained that records retention is going to be an issue and an electronic document system will be needed.

Chief Tharp stated that vendors will be notified of the creation of the Authority, and it is our hope that most vendors will not require new agreements until the agreement is renewed.

Attorney Cornelius mentioned that the purchasing agreements may require something different.

Chief Tharp mentioned that Chino Valley residents with fire protection agreements have been notified that their contract is good through June 30, 2016 in anticipation of notifying them in the near future that their new contract is with CAFMA. He explained that it is more efficient to process all the fire protection billings in one fiscal year.

The Board discussed how startup costs might be handled. Chief Freitag mentioned that the electronic document software would be one of these items.

Chief Freitag reviewed the policy manual update process.

Chief Bliss provided an overview of items that Support Services is working on. He explained that the blended apparatus replacement plan is being prepared. They are considering updating the decals prior to July. Chino and Central have a fleet maintenance agreement so there shouldn't be much of a change in Maintenance. Facility signs will need to be changed and this may take longer as every sign is different.

Chief Bliss mentioned that Technical Services has secured a new domain name for the Fire Authority--CAZFire.org. This will be used for email addresses also.

Warehouse Operations Manager Trujillo will begin weekly deliveries to the Chino stations the same as Central.

Chief Bliss explained that uniform purchases have been suspended and any new uniforms will be with the Authority logo. Four shirts and a sweatshirt will be ordered for each employee. A patch may be placed over old logos on more expensive items.

Chief Polacek provided the Board with an overview of operations and stated because the Districts train together there are not a lot of differences. Items have been divided between training and battalion chiefs and timelines have been created. We already allow shift trades and use the same air packs. This should be fairly smooth transition.

Chief Freitag mentioned that labor representatives were in attendance, and he appreciates them working together. He explained that beginning December 1, Chino crews will start their shift at 8:00 a.m. A shared personnel agreement will be presented to the Boards.

Chief Freitag stated that after July 1, 2016 all testing will be CAFMA testing. Prescott asked if we could explore new hire testing as a regional process and split the cost. Chief Freitag explained that we continue to look at other options.

Chief Freitag explained that Fire Marshal Chase is working with Chino Valley regarding sprinkler ordinance amendments. This change would bring Chino Valley in line with the other local agencies. Chief Chase is also consulting with the State Fire Marshal's office.

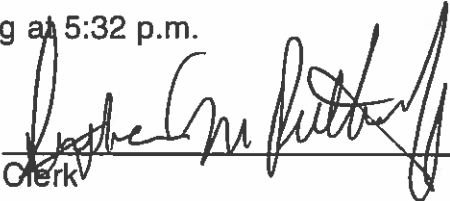
Chairman Rutherford mentioned that State Land leases need to be reviewed sooner than later.

Attorney Cornelius stated that the larger entities have been given notice. Chief Freitag mentioned that Chino owns a building that is being leased. Attorney Cornelius will review the lease.

Chairman Rutherford thanked everyone for their support.

7. ADJOURNMENT

Chairman Rutherford adjourned the meeting at 5:32 p.m.


Clerk _____ Date 12-15-15