

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

May 19, 2015

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Clerk Page called the Fire Board meeting to order on Tuesday, May 19, 2015 at 2:03 p.m. at Prescott Valley Public Library Auditorium, 7401 E. Civic Circle, Prescott Valley, Arizona.

Members Present: Board Clerk Bob Page, Board Members ViciLee Jacobs, Darlene Packard, and Tom Steele

Members Absent: Board Chairman Steve Rutherford

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

Others in Attendance: Attorney Nick Cornelius

*Note: Due to Chairman Rutherford's absence, Board Clerk Page will be presiding as Board Chairman, and Board Member Jacobs will be presiding as Clerk.

2. PLEDGE OF ALLEGIANCE

Chairman Page led the recitation of the Pledge of Allegiance

3. PRESENTATION

A. Prescott Valley Town Council Report

Prescott Valley Town Council Member Mike Whiting presented Prescott Valley building permit information for April.

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 be placed on a future agenda.

No public comments.

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 April 21, 2015 Regular Session Minutes
- B. Approve April 21, 2015 Executive Session Minutes
- C. Approve General Fund Financial Statements
- D. Approve Bond Debt Service Financial Statements
- E. Approve Purchasing Agreements with Christopher Kohl's Fire District and Williams Volunteer Fire Department

Board Member Steele made a motion to accept the consent agenda as written. Board Clerk Jacobs seconded the motion. MOTION CARRIED

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

6. REPORTS AND CORRESPONDENCE

A. Letters from the Public

Chairman Page expressed gratitude for the letters and donation that were received.

Chief Tharp explained that donations may be considered a tax deduction if the donor wishes the money to be given to the CYFD Firefighters' Charity or the Honor Guard Fund. Otherwise, the donation may be deposited into the District's general fund.

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 thanked Fire Ops 101 Program Coordinator Captain Burch and all that assisted him with the program. This was a regional effort with members from Central, Chino Valley, and Prescott Fire agencies all working together. The participants, which were primarily community leaders, toured the training facility and participated in activities simulating daily events of a firefighter including fire, medical, and extrication scenarios. There were approximately 30 employees that

volunteered along with IAFF Local 3066 members to make this a very successful event.

Chief Freitag has been educating groups such as members of the Yavapai County Board of Supervisors, the Yavapai Republican Men's Forum, the Prescott Valley Citizens' Academy, and others on the current financial standing and outlook of both Central Yavapai and Chino Valley Fire Districts. He explained that fire districts make up 92.6% of the response capabilities in Yavapai County. Individuals throughout the state continue to try to reduce fire district's revenue sources, even though fire districts are already struggling with increased costs and reduced revenue. As we cut services and agencies shut down, this dramatically impacts the ability to respond to emergency calls within Yavapai County. He continued by sharing that Prescott is also considering reducing services due to financial restraints. Chief Freitag explained that as he concluded his presentations, he would inform them that he was not asking for additional financial support. He let them know that we need to find more efficient processes and require assistance at the legislative level to allow for future success.

Chairman Page mentioned that he and Board Member Packard attended Fire Ops 101 which gave him an opportunity to speak with several representatives. He felt that they were all supportive of the Districts.

Chief Tharp informed the Board that staff has been preparing for the new budget and upcoming audit. Furthermore, a spending freeze has been instituted to facilitate preparing for next year. He also mentioned that there are new IRS reporting requirements per the Affordable Care Act that must be addressed.

Chief Freitag stated that Chief Polacek has been an excellent liaison with Prescott Regional Communications Center (PRCC), and PRCC is moving forward with a new computer aided dispatch (CAD) system next year. This is essential to our continued success in supplying services to the community.

Chief Freitag informed the Board that there will be a retirement / promotion ceremony after the June meeting at Central Yavapai Fire Training Academy (CYRTA). There will also be another ceremony held in August.

Chief Freitag explained that he was able to attend the firefighter cancer awareness presentation at CYRTA this morning. He has asked Chief Cordes as the Safety Committee Chair to review District processes and protocols to try to avoid cancer related issues to the best of our ability.

7. NEW BUSINESS

A. Approve Fiscal Year 2015-2016 Tentative Budget

Chief Bliss reviewed the Fiscal Year 2015-2016 Tentative Budget changes from last month which include wage scales with an annual increase of 2.5% and expected fuel costs. The end result is a budget of \$16,735,644 with a lower than anticipated tax rate of \$2.866.

Chief Freitag mentioned that the Board's goal was to keep the increase to the Maintenance and Operations (M&O) budget at 2% or lower. Chief Bliss and staff met this goal with a 1.52% increase.

The cost for paramedics to attend training has not been included in this budget. Chief Freitag mentioned that a complete proposal including policies will be presented to the Board at a future date.

Board Member Steele asked for clarification of the PSPRS Retirement line item on Page 5 as no funds were budgeted in FY14; however, there is an amount for FY16. Chief Bliss explained that he and Chief Tharp both moved to Administration from Operations and that is why there are no values in FY13 or FY14.

Chief Tharp mentioned that the majority of the budget increase is attributed to PSPRS. However, we were able to absorb a lot of the increase in the M&O Budget. He explained that there are some capital purchases anticipated for next year that are included in the Capital Reserve Account; therefore, these amounts are not levied against the taxpayers. We are expecting approximately \$400,000 from surplus that will be added back to the Capital Reserve at the end of the year.

Chief Tharp explained that after the tentative budget is approved, we are required by law to post the tentative budget for 20 days prior to the public hearing that is schedule for the June Board meeting. If there are additional suggestions, funds can be moved within the budget, but we cannot increase the budget from the approved tentative budget.

Board Member Packard made a motion to approve the Tentative Budget for 2015-2016 as written. Board Member Steele seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Steele

NAYS: None

B. Approve Policy Amendments: New Joint Policy J403 Leave Benefits – Overtime / Compensatory Time; Job Descriptions: Joint Fire Chief, Fire Mechanic III, Fleet Services Manager, Fire Inspector I, Fire Inspector II, and All Associated Wage Scales

J403 Leave Benefits – Overtime/ Compensatory Time - Chief Freitag requested Board's approval for this joint policy which applies to support personnel. Chief Tharp informed the Board that Central's policy was modified mandating that unused comp time be paid at the end of each fiscal year to alleviate long-term financial obligations.

Chief Freitag explained that the joint Fire Chief Job Description is a general job description for both agencies. There were some clerical updates and language added for education and experience to enable obtaining a highly qualified person in the far future.

Chief Bliss mentioned that the Board previously approved the Fire Mechanic I and II positions. Fire Mechanic III and Fleet Services Manager are the last job descriptions to complete the Succession Plan for Fleet Services.

Chief Freitag mentioned that he had received positive feedback from Board Chairman Rutherford regarding the job descriptions and that he is in agreement with the proposed succession plans.

Chief Bliss mentioned that all mechanics manage programs such as SCBA equipment in addition to their vehicle maintenance responsibilities. The SCBA program requires additional training and only authorizes them to service Central's equipment. He explained that a Chino Valley engineer has been assisting Fleet Maintenance on a part time basis; however, this is only temporary. An additional mechanic position is budgeted for the second half of next year utilizing funds received from Chino.

Per Chief Freitag the Fire Inspector I and II Job Descriptions were presented due to an unexpected retirement which requires someone with Fire Inspector II qualifications. The Fire Inspector I position is an entry level position with lower qualifications and associated wage scale. The level II position utilizes the existing wage scale and requires a higher level of certification. The job posting will solicit internal and external candidates.

Chief Chase explained that the succession plan outlines the requirements if an operations member is interested in the Fire Inspector position. However, we currently do not have members that are interested in changing to a 40-hour work week. He also mentioned that the last testing did not receive many applicants even with advertising statewide.

Board Member Steele made a motion to approve the policy amendments: Joint Policy Leave Benefits and Job Descriptions: Joint Fire Chief, Fire Mechanic III, Fleet Services Manager, Fire Inspector I, Fire Inspector II, and all associated wage scales. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Steele

NAYS: None

C. Discuss Fire Protection Agreements and Approval Process

Chief Freitag stated this does not need to be addressed.

D. Discuss and Swear in Local Public Safety Personnel Retirement System Board Members – ViciLee Jacobs, Lee Beaudette, Bill Barringer Sr., Michael Robison, Ron Litchfield

Attorney Cornelius explained that the nature of this item has changed and these members will not be sworn in. He continued and stated that when CYFD Board Member Jacobs, in her role as the Local Public Safety Personnel Retirement System (PSPRS) Board Chair, reviewed the status of the Local PSPRS Board, it became apparent that member appointments, length of term, independent medical exam scheduling process, and other items needed to be addressed as they did not meet State requirements. Productive meetings have been held with Attorney Cornelius, Board Member Jacobs, and staff and these items are being addressed. A records retention system is being established, and we are finalizing the process of proper appointment of Board members. Attorney Cornelius stated that this matter will be brought back to the Fire Board as matters are finalized and the election is held.

10. OLD BUSINESS

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

Attorney Cornelius mentioned that the lawsuit has been filed to bring all parties to the table. An extension for serving the parties has been requested as we are moving forward and anticipating a site visit in June.

B. Discussion and Possible Action Related to the Yarnell Hill Fire Incident and Legal Claims

Attorney Cornelius stated that Captain Abel was interviewed yesterday and he has been dismissed as a defendant from the lawsuit. The State Forester is continuing to work toward a resolution of the claims filed by the plaintiffs. The ADOSH claims against the State Forester are not moving as well.

8. 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
- 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: Yarnell Hill Fire Incident and Legal Claims
- C. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Re: Local Public Safety Personnel Retirement System Board

Board Member Steele made a motion to go into Executive Session. Board Clerk Jacobs seconded the motion. MOTION CARRIED

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

Chairman Page adjourned into Executive Session at 3:03 p.m.

Chairman Page reconvened into Public Session at 3:59 p.m.

9. NEW BUSINESS Continued

- A. Discussion and Possible Action Related to the Local Public Safety Personnel Retirement System Board

10. OLD BUSINESS Continued

- A. Discussion and Possible Action Related to Training Center Drainage Issues
- B. Discussion and Possible Action Related to the Yarnell Hill Fire Incident and Legal Claims

Chairman Page stated that the Board will continue as advised by counsel administratively in regard to Yarnell, ACE, and PSPRS.

11. ADJOURNMENT

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

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

Meeting adjourned at 4:01 p.m.

June 16, 2015
Date

ViciLee Jacobs
ViciLee Jacobs, Board Clerk*