

CENTRAL YAVAPAI FIRE DISTRICT
FIRE BOARD
REGULAR SESSION

August 18, 2015

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Chairman Rutherford called the Fire Board meeting to order on Tuesday, August 18, 2015 at 2:00 p.m. at Prescott Valley Public Library Auditorium, 7401 E. Civic Circle, Prescott Valley, Arizona.

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

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 – attending telephonically

2. PLEDGE OF ALLEGIANCE

Chairman Rutherford led the recitation of the Pledge of Allegiance

3. PRESENTATION

A. Prescott Valley Town Council Report

Presentation was not made.

Board Member Jacobs joined meeting.

B. Semiannual Alarm Summary January – June 2015

Chief Bliss provided an overview of the incidents that Central Yavapai personnel ran between January and June 2015 with a comparison to previous years. This presentation is on Central Yavapai Fire District's website.

He explained that monthly incidents are routinely exceeding 600 with dispatches over 3,800 in the first six months of the year. Medical calls exceeded 2,600, and crews responded to over 1,000 other incidents such as hazmat, swift water

rescue, false alarms, smoke scares, and assisting the police department, etc. Prescott Valley Engine 53 located on Yavapai Road responded to the most incidents with over 900. The majority of incidents occur within Prescott Valley's 36 square miles. Overall, the District covers 165 square miles. Chief Bliss explained that Engine 51 responds to both Central and Prescott incidents due to an automatic aid agreement. He then reviewed types of fires that have occurred and noted that there was one fire related fatality.

Chief Bliss mentioned that Central has 13 employees and Chino Valley has 14 employees off District working wildland fire assignments.

Chief Bliss explained that station response reliability is the percentage of calls in the crew's primary area that they were available to handle. If the crew is on an incident and a second call comes in, an engine from another area must respond and this reduces the primary crew's reliability percentage. More resources would be an option to increase reliability; however, the District is not able to provide more resources at this time. He mentioned that the reliability percentages are routinely reviewed.

Chief Bliss discussed the suburban response time goal and stated that we are responding to 93.63% of the urgent code 3 calls within 9.5 minutes. The average response time is 6.01 minutes. The District goal for rural response is to respond to 90% of the calls within 14 minutes. We are meeting that goal 93.37% of the time with an average 8:32 minute response. We are looking for ways to reduce response times. Chief Bliss explained that the response time begins when the dispatcher receives the call and ends when the crew arrives on scene. The goal is to have 90% of the calls dispatched within 1 minute. That is the time the dispatcher receives the call and the crew is notified of the call. The crew should be out the door 90% of the time within 1.5 minutes. The mobile data terminals (MDT), that were installed three months ago, will assist with more accurate time recording.

Chief Bliss explained that Central owns the station located on 6th Street in Prescott in which Prescott firefighters currently staff. Central's crews staff the Prescott station on Iron Springs Road which enables us to cover more of our calls. The automatic aid agreement allows for the closest engine to respond irrespective of boundaries.

Board Member Page asked how the 13 members being in California affects staffing. Chief Bliss explained that we backfill their positions with overtime and are reimbursed for personnel and equipment.

Chief Freitag confirmed that even though the reliability numbers are low, we are not looking to build another station. We are researching options to determine the true needs of the community.

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.

No 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 July 29, 2015 Regular Session Minutes
- B. Approve July 29, 2015 Executive Session Minutes
- C. Approve July 29, 2015 Central Yavapai and Chino Valley Fire Districts Special Session Minutes
- D. Approve July 29, 2015 Central Yavapai, Chino Valley Fire Districts Executive Session Minutes
- E. Approve General Fund Financial Statements
- F. Approve Bond Debt Service Financial Statements
- G. Engagement Letter from SC Audit and Accounting, Standard Addendum for Audit Preparation
- H. CYRTA Facilities Use Agreement – Ropes That Rescue

Board Clerk Page made a motion to approve the consent agenda. Board Member Packard seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Rutherford, Steele

NAYS: None

6. REPORTS AND CORRESPONDENCE

A. Letters from the Public

Chief Freitag stated that there has been a lot of networking lately including meeting with districts in northern Arizona. He mentioned that Summit Fire District and the City of Flagstaff have approved an agreement to work together.

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 informed the Board that senior staff has been meeting Chino and Central personnel to clarify misinformation and answer questions related to the joint powers authority (JPA). We received positive feedback from the Chino Valley and Prescott Valley Town Council JPA presentation. We will be presenting to the Yavapai County Board of Supervisors on September 8 and at the Town of Prescott Valley Town Manager's Smorgasbord on September 9. This meeting will be held at Central Yavapai Regional Training Academy on Valley Road; elected officials and community leaders usually attend this meeting.

Chief Freitag mentioned that the Legislative study committee for rural fire districts should be meeting in September. The membership consists of members of Arizona Fire District Association (AFDA), Professional Fire Fighters of Arizona (PFFA), Arizona Tax Research Association, and the Goldwater Institute. They will be reviewing revenue issues and will use the Polack Report as it provides a good comparison.

Chief Freitag pointed out that he received a power point regarding a pension option. He will forward to Board Members after he receives additional detail.

Chief Freitag stated that the State Forestry is trying to relocate their assets into this area. Therefore, they are looking for office space. We may be able to rent space at Chino Station 61. Prescott National Forest is currently using space at Central Station 54 in Dewey. Chairman Rutherford clarified that this would provide rent revenue for the Districts.

Chief Tharp informed the Board that we are implementing a new software program, BoardPaq, to enable Board Members to receive their packets electronically. A paper copy could be provided if necessary. This program will save paper, time, allow for a more timely distribution of information, and allow for improved records retention.

Chief Tharp explained that Iron Springs Club, Incorporated had inquired about annexing into the District; however, once they realized the individual homeowners would be taxed, they withdrew their request. Chief Tharp stated that we will meet with the corporation to determine their apprehension as they are still paying the overall tax bill and an administrative fee for all properties.

Chief Bliss mentioned that Chief Feddema has assumed the full duties of Training Chief and the mechanic testing has been completed. He also revealed that the City of Prescott is considering a purchasing agreement with Central and

the Prescott Regional Communications Center (PRCC) has entered into a dispatching agreement with Mayer Fire District.

Training Chief Feddema explained that the District has received an ambulance from Mayer Fire District in exchange for \$5,000 of training. This ambulance will be used exclusively for training.

7. OLD BUSINESS

A. Update Regarding Local Public Safety Personnel Retirement System (PSPRS) Board

Chief Tharp mentioned that we are moving forward regarding the elected officials and election process. We have requested employee nominations with a deadline of August 20, 2015 at 5:00 p.m. An advertisement was submitted to Prescott Newspapers requesting public applications. These applications will be presented to the Fire Board in September.

B. Discussion and Possible Action Regarding Fiscal Year 2015-2016 Goals

Chief Freitag explained that the joint annual goals were presented to the Board at the July meeting and that they may be modified as needed. The Board had no questions.

Board Member Steele made a motion to approve the annuals Goals for FY 15-16 as presented at the July Board meeting. Board Clerk Page seconded the motion.
MOTION CARRIED

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

8. NEW BUSINESS

A. Approve Capital Reserve transfer from General Fund for End of Fiscal Year 2015

Chief Tharp explained that after the year-end reconciliation is complete, the remaining funds are then transferred to the capital reserve fund. He asked for Board approval to transfer \$339,618.83 to the capital reserve fund for future capital item replacements. There is approximately \$650,000 remaining in the capital reserve fund that was budgeted but not spent. Chairman Rutherford confirmed that a portion of the funds remain due to the joint management agreement. Chief Freitag mentioned a Type 1 engine was budgeted for last year; however, not all the funds were expended; the remaining funds will be disbursed in Fiscal Year 2015-2016.

Board Member Jacobs made a motion to approve transferring \$339,618.83 from the General Fund to the Capital Reserve Fund. Board Member Steele seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Rutherford, Steele

NAYS: None

B. Approve Policy Amendments – J670 Death and Serious Injury Line of Duty, Active Duty, Retired, Affiliated Member Death or Serious Injury; J404 Family Medical Leave Act; 304 Job Descriptions Finance Specialist II (new), Finance Specialist III (new); Finance Wage Scale; Finance Succession Plan

Chief Freitag provided an overview of the policy amendments.

Policy J670 Death and Serious Injury Line of Duty, Active Duty, Retired, Affiliated Member Death or Serious Injury was updated to provide more detail with information that reflects the L.A.S.T.T.E.A.M. policies. This is a joint policy also being considered by Chino Valley Fire Board.

Policy J404 Family Medical Leave Act had a few discrepancies between Central and Chino's policies related to using accrued leave for caring for a sick family member. This change reflects the employee's ability to use paid leave versus unpaid leave and to use sick or vacation leave at the employee's request.

304 Job Descriptions Finance Specialist II (new), Finance Specialist III (new); Finance Wage Scale; Finance Succession Plan

Chief Tharp explained that there are positions that are being added to the succession plans and organizational chart; however, they may remain vacant until funds and personnel are available. We are presenting the new finance positions as required by policy along with the associated wage scale. Human resource and administration positions will be presented over the next couple months. The job descriptions for Finance Specialist II and Finance Specialist III are being presented for approval. The Finance Assistant, Finance Specialist I, and Finance Manager Job Descriptions already exist. The succession plan is included for reference only as it will be presented to the SOG Committee.

Chairman Rutherford asked for clarification on the Finance Manager's education requirements. Chief Tharp explained that a bachelor degree in accounting will be required under the succession plan. That recommendation will go through the SOG Committee at the job description already exists. Chairman Rutherford confirmed that once the policy is approved, the bachelor degree will be required.

Board Clerk Page made a motion to approve Policies: J670 Death and Serious Injury Line of Duty, Active Duty, Retired, Affiliated Member Death or Serious

Injury; J404 Family Medical Leave Act; 304 Job Description Finance Specialist II; 304 Job Description Finance Specialist III; and the corresponding Finance Wage Scale. Board Member Jacobs seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Rutherford, Steele

NAYS: None

C. Discussion and Possible Action Regarding Joint Powers Authority Agreement and Resolution

The Board was presented with a draft Joint Powers Authority Agreement. Attorney Cornelius explained that the document presented includes changes proposed by Chiefs Freitag, Tharp, and Bliss. He suggested legal issues be reserved for executive session. He noted that Arizona statutes are referenced in the document; however, the detail of the statute is not included as it may change. Attorney Cornelius asked for Board feedback within ten days so that this may be brought back for Board approval in October. He explained that there will be some updated indemnification, workers' compensation, and Arizona legal workers' compliance language added.

Chairman Rutherford asked if an entity such as a limited liability company needed to be formed prior to the JPA creation. Attorney Cornelius explained that there is no requirement to form another entity. Chief Tharp mentioned that A.R.S. §48-501.01 recognizes the joint powers authority as a subdivision of the State of Arizona, similar to the District current status as a special district. A brief discussion ensued.

Chief Freitag mentioned that Central's Fire Board Policy will be presented to the Chino Valley Fire District Board for their approval and then to the Joint Powers Authority Board for consideration.

He asked for the Board's final approval of the JPA by October in order to allow time to prepare for an effective date of July 1, 2016.

Chief Tharp explained that the JPA document provided to the Board did not include the comments provided by senior staff. Another copy of the agreement including the detailed comments will be provided to the Board Members so that they will understand the reasoning behind the modifications.

The following agenda items were discussed out of order.

10. OLD BUSINESS CONTINUED

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

Attorney Cornelius stated that there are some discussions taking place trying to finalize settlements. There may be a question and answer session that takes place in September; this session was to take place next year. There is also an informal interview of Chief Cordes that may occur prior to his retirement.

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

Attorney Cornelius stated that pursuant to a previous discussion that was held at CYRTA in Prescott Valley, there was a conference call on August 14th for a status update. He explained that the District sued ACE and BlueScope in connection with the drainage issue. We were advised during this conference call that BlueScope subsequently served their subcontractors. The District is not a party to that suit.

Attorney Cornelius also mentioned that J2 Engineering will be working on the design, not Kelley/Wise. At this point, no further funds have been requested from District.

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

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: Intergovernmental Agreement with State Forestry

Board Member Steele made a motion to convene in Executive Session. Board Member Jacobs seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Page, Rutherford, Steele

NAYS: None

The Board recessed into Executive Session at 3:25 p.m.

Board Clerk Page made a motion to reconvene into Public Session. Board Member Jacobs seconded the motion. MOTION CARRIED

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

The Board reconvened into Public Session at 4:15 p.m.

The following agenda items were discussed out of order.

8. NEW BUSINESS

C. Discussion and Possible Action Regarding Joint Powers Authority Agreement and Resolution

Board Member Jacobs suggested that the Board conduct a special meeting to discuss the changes for the JPA agreement prior to the regular September Board meeting. The Board was in agreement to meet on September 2, 2015 at 2:00 p.m. at Central Yavapai Regional Training Academy for a work study session – this will be a non actionable item.

10. OLD BUSINESS CONTINUED

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

Chairman Rutherford stated to proceed as directed in Executive Session.

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

Chairman Rutherford stated to proceed as directed in Executive Session.

11. NEW BUSINESS CONTINUED

A. Discussion and Possible Action Regarding Intergovernmental Agreement with State Forestry

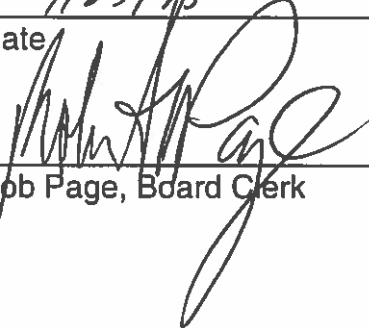
Attorney Cornelius will review State statutes.

12. ADJOURNMENT

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

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

Meeting adjourned at 4:22 p.m.

9/23/15
Date _____


Bob Page, Board Clerk