

NOTICE OF MEETING

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Central Arizona Fire and Medical Authority Board of Directors and the general public that the Central Arizona Fire and Medical Authority will hold a meeting open to the public on Tuesday, January 19, 2016 at 4:00 p.m. The meeting will be held at the **Town of Prescott Valley, Library Auditorium, 7401 E. Civic Circle, 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 Authority'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

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS
2. PLEDGE OF ALLEGIANCE
3. CALL TO THE PUBLIC
Those wishing to address the Central Arizona Fire and Medical Authority need not request permission in advance. The 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.
4. NEW BUSINESS
 - A. Approve December 15, 2015 Board Meeting Minutes
 - B. Update / Discussion Regarding Joint Powers Authority, Property, and Personnel
 - C. Review and Approve Budget Schedule for Fiscal Year 2017
 - D. Discussion and Direction to Staff Regarding Meeting Locations
5. ADJOURNMENT



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

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY
FIRE BOARD
REGULAR SESSION

December 15, 2015

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Chairman Rutherford called the Central Arizona Fire and Medical Authority (CAFMA) Board of Directors' meeting to order on Tuesday, December 15, 2015 at 4:02 p.m. at the Town of Prescott Valley, Library Auditorium, 7401 E. Civic Circle, Prescott Valley, Arizona.

Members Present: Board Chairman Steve Rutherford, Board Members Dave Dobbs, Darlene Packard, Bob Page

Members Absent: Board Clerk Julie Pettit

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

Chairman Rutherford led the recitation of the Pledge of Allegiance.

3. CALL TO THE PUBLIC

Chairman Rutherford opened the meeting for public comments. There were no comments.

4. NEW BUSINESS

A. Approve November 5, 2015 Board Meeting Minutes

Board Member Page made a motion to approve the November 5, 2015 Board meeting minutes. Board Member Dobbs seconded the motion. MOTION CARRIED

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

B. Discuss and Approve Local PSPRS Board Policy Manual - Statement of Intent

It was explained that the Local PSPRS Board Policy Manual is being reviewed by the Central Yavapai Fire District Local PSPRS Board. Once the review is complete, and approved by the Local PSPRS board, it will be presented to the CAFMA Board for final approval. Additionally, the adopted policies will be forwarded to the State PSPRS board for review to ensure that there are no policies that conflict with the statutes or administrative processes.

5. ADJOURNMENT

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

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

Chairman Rutherford adjourned the meeting at 4:11 p.m.

Clerk Date

TO: Fire Board
FROM: Chief Freitag
DATE: January 12, 2016

SUBJECT: REVIEW AND APPROVE BUDGET SCHEDULE FOR FISCAL
YEAR 2017

Attached are the Fiscal Year 2016-2017 Budget Development Schedules for the Central Yavapai, Chino, and CAFMA. You will notice that all are identical except for the subsequent board meeting times listed for review and approvals of the FY 2017 budgets. The reason that all three have been included is to note that this year will be unique in that as we are trying to develop the CAFMA budget it will be necessary to view the Chino Valley and Central Yavapai Fire Districts' budgets separately as well.

Understand that for the FY 2017 Chino Valley and Central Yavapai budgets, there will be minimal monthly transactions and the budgets will reflect it. It will be the CAFMA budget (and its Board of Directors) that will face the majority of the burden to review, scrutinize, and revise the FY 2017 budget. However, it is the opinion of the Senior Staff that all board members should be informed and educated as to the development process and eventual outcome of the budget. The highlighted areas may be adjusted in the future (FY 2018 and forward) as they will not be applicable to all the agencies (CVFD, CYFD, CAFMA). Further explanation and discussion of the schedule will occur at the board meetings.

Suggested motion: Approve Fiscal Year 2017 Budget Schedule.

If you have any questions, please call Assistant Chief of Administration Tharp or myself at 772-7711.



**2016 – 2017 FISCAL YEAR
BUDGET DEVELOPMENT
SCHEDULE**

December 2015			Discuss Capital Replacement Schedule – Fire Board/ Staff
January	25	1700 hrs	All Base Budget changes submitted to Appropriate Chiefs with written justifications
February	1	1700 hrs	All Base Budget changes to Assistant Chief Admin
February	08	0900 hrs	Senior Staff Discuss Base Budget's
February	15	1700 hrs	PIR's / special requests must be submitted to Assistant Chiefs with written justifications
February	16	0900 hrs	Wage & Benefit Committee Meeting – discuss requests
February	16		Obtain Final Assessed Value from Yavapai County
February	16	1400 hrs	Board Meeting – Discuss Budget Guidelines/ Fiscal Projections
March	1	0900 hrs	Wage & Benefit Committee Meeting – finalize requests
March	07		Senior Staff Discuss Base Budgets and PIR's / special requests
March	15	1400 hrs	Board Meeting – Budget Progress Report, Present Salary & Benefit Requests – Labor Representative
April	1	TBD	Fire Board Special Budget Workshop -
April	19	1400 hrs	Board Meeting – Present Draft Budget
May	17	1400 hrs	Board Meeting – Approve Tentative Budget
May	20		Publish and Post Tentative Budget (website & 3 public locations)
June	21	1400 hrs	Board Meeting - <u>Public Hearing & Final Budget Adoption</u>
June	22	ASAP	Deliver Budget to Yavapai County (Due August 1 st)
July	01		Beginning of New Budget and Fiscal Year
August	01		Tax Rate Set by Yavapai County Board of Supervisors



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