

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY
FIRE BOARD
REGULAR SESSION

January 19, 2016

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, January 19, 2016 at 4:07 p.m. at the Town of Prescott Valley, 7401 E. Civic Circle, Prescott Valley, Arizona.

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

Members Absent: None

Staff: Fire Chief Scott Freitag, Assistant Chief of Administration Dave Tharp, Administrative Manager Susan Dixson, Administrative Assistant III Laura Mowrer

Others in Attendance: Attorney Nick Cornelius

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.

Prescott Fire Department Chief Light presented a plaque for Central Yavapai Fire District and Chino Valley Fire District to bring closure to the Granite Mountain Hotshot tragedy. He stated that the plaques were a small token of his appreciation for the support given by all.

4. NEW BUSINESS

A. Approve December 15, 2015 Board Meeting Minutes

Board Member Page made a motion to approve the December 15, 2015 Board meeting minutes. Board Member Dobbs seconded the motion. MOTION CARRIED

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

B. Update / Discussion Regarding Joint Powers Authority, Property, and Personnel

Chief Freitag explained that senior staff, Union President Jared Beard, Fire Marshal Chase, and Attorney Nick Cornelius met this morning for a strategizing session and update to determine what needs to be accomplished prior to July 1.

Chief Freitag listed some of the items that were discussed. He explained that Administration probably has the largest workload at this point with contacting approximately 600 vendors. Attorney Cornelius should have draft letters for the vendors by the end of the week and we are hoping to have them distributed by February 19. Chief Freitag has asked if additional resources were needed. Additionally, letters need to be sent to all agencies that we have agreements with such as the City of Prescott with several agreements. We will ask the agencies if they are okay with the current agreement or if they require a new agreement. If the agency does not require a new agreement, the agreement will be updated at the renewal. The intergovernmental (IGA) letters will be mailed by the end of January. We are anticipating that we may not hear from some vendors, and we may have to setup new accounts with CAFMA.

Chief Freitag stated that human resources have a plan for all employee records and plan to start the process in March.

Chief Freitag explained that Planning and Logistics (formerly Support Services) are progressing with internal processing. Mapping, GIS are in process. Fleet Maintenance is changing out vehicle logos as units come in for service. Fleet Services Manager Scaife has a plan for changing all vehicle titles by July 1 and he is currently reviewing all titles. The uniforms and logos have been updated. Station signs are starting to be changed over.

Chief Freitag stated that he has been working with Pioneer Title regarding deeds, and we are slated for July 1 closing. According to Pioneer Title, we are on track for everything to be handled prior to July. The Central Yavapai Regional Training Academy (CYRTA) property has been excluded from the transfer until the ACE lawsuit has been resolved.

Chief Freitag mentioned that a lot of inventory has been completed.

Chief Freitag explained that there are two areas of the fire code that are different between Chino and Central Yavapai; otherwise the fire code is the same. One area is relatively easy to bring together. The other item is the sprinkler code with Chino Valley's requiring sprinklers for buildings that are 7,500 square feet. Everyone else requires sprinklers for buildings that are 5,000 square foot or

larger. Attorney Cornelius recommended that there be a standardized fire code across both Chino Valley and Central Yavapai.

Chief Freitag mentioned that Fire Marshal Chase is working with the Chino Valley schools to provide public education to their schools.

Chief Freitag stated that the mission, vision, and values process is complete and the committee is requesting the Policy Committee accept the document prior to the Fire Boards' approval. The strategic planning kickoff meeting is this Friday at CYRTA. The Town of Prescott Valley had to pull back because of a staff budget retreat. Chief Freitag stated that we will ensure the Town of Prescott Valley is provided with all documentation and they will be invited to subsequent meetings. Representatives from the Town of Chino Valley and Yavapai County Supervisor Jack Smith will be attending the meeting.

Chief Freitag stated that the Policy and SOG Committees have prioritized their items with priority one items to be completed prior to April, priority two items by July 1, and priority three items are due by September 2016. There is a policy meeting on the January 26 and it appears we are on track. According to Chief Polacek who chairs the SOG Committee, they are also on track.

Chief Freitag explained that Chief Tharp has a plan in place for PSPRS. He met with the county treasurer today.

Chairman Rutherford mentioned that from his conversation with county employees, there is still a lot of unknown regarding the joint powers authority. Chief Tharp confirmed that the treasurer's office is trying to develop a plan.

Chief Freitag mentioned that Chief Bliss had an opportunity to talk with State Forestry at AFDA regarding the upcoming wildland season and implementing CAFMA. The state fire marshal is getting our new FDID number for reporting.

Chief Freitag will provide all Board members with an updated listing of all of these items and he confirmed that Union President Jared Beard and both trustees have been invited to attend the strategic planning meeting.

C. Review and Approve Budget Schedule for Fiscal Year 2017

Chief Tharp explained that all three budget schedules are being presented as there will be three budgets developed this year to allow for comparisons. There will also be two additional "actual" district budgets created for election and legal expenditures and to show revenue. There will be a work/study session the first week of April for all board members. We anticipate all budget approvals by June 21 so that they may be presented to the county for a July 1 implementation.

