

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY
BOARD OF DIRECTORS
REGULAR SESSION

DECEMBER 20, 2016

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Chairman Rutherford called the Central Arizona Fire and Medical Authority (CAFMA) Board of Director's meeting to order on Tuesday, December 20, 2016 at 6:00 p.m. at the Central Arizona Fire and Medical Authority Station 61, 1133 W. Road 3 North, Chino Valley, Arizona.

Members Present: Board Chairman Steve Rutherford, Board Clerk Julie Pettit, Board Members Darlene Packard, Dave Dobbs, Jeff Wasowicz, and Matt Zurcher

Members Absent: Bob Page

Staff: Assistant Chief of Planning and Logistics Scott Bliss, Assistant Chief of Administration Dave Tharp, Administrative Manager Susanne Dixson, Administrative Assistant Kylee Burch

Others in Attendance: Attorney Nick Cornelius

2. PLEDGE OF ALLEGIANCE

Chairman Rutherford led the recitation of the Pledge of Allegiance

3. PRESENTATIONS

a. Prescott Valley Town Council Report

No presentation from the Town

b. Exiting Board Member Appreciation – Steve Rutherford, Bob Page

Chief Tharp thanked Chairman Rutherford for his dedication and service to the District and the community and presented him with a plaque.

4. SWEAR IN AND SEAT BOARD MEMBERS

Board Chairman Rutherford swore in and seated new Board Members Darlene Packard, Dave Dobbs, Julie Pettit, and Jeff Wasowicz.

Board Chairman Rutherford congratulated the new members and excused himself from the meeting.

5. NEW BUSINESS

a. Discuss Appointment and Approve Fifth Board Member

Attorney Cornelius addressed the Board, stating their first responsibility will be to select a fifth member; he then explained the nomination process.

Director Packard nominated Director Matt Zurcher of the Central Yavapai Fire District to serve on the CAFMA Board; Director Dobbs seconded the motion.

MOTION CARRIED

AYES: Dobbs, Packard, Pettit, Wasowicz

NAYS: None

b. Swear In and Seat Fifth Board Member

Attorney Cornelius swore in Director Zurcher.

c. Appoint Fire Board Chairperson and Clerk

Attorney Cornelius instructed the Board to select a Chairperson and Clerk.

Director Dobbs nominated Director Pettit for the position of Chairperson; Director Packard seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher

NAYS: None

Chairwoman Pettit nominated Director Packard for the position of Clerk; Director Dobbs seconded the motion. MOTION CARRIED.

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher

NAYS: None

6. CALL TO THE PUBLIC

There were no public comments

7. CONSENT AGENDA

All matters listed under consent agenda are considered to be routine by the Central Arizona Fire and Medical Authority 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 Regular Session Minutes - November 15, 2016

b. Approve Executive Session Minutes - November 15, 2016

- c. Approve General Fund Financial Statements
- d. Approve Fire Protection Agreement - Hanby
- e. Approve Amendment to Fire Board Policy 3.5 Board Officer Duties

Executive Session minutes were passed out and Board members took a moment to read them. Attorney Cornelius advised the Board that new members could abstain from voting if they were not comfortable approving the executive minutes.

Clerk Packard made a motion to approve the executive minutes; Director Dobbs seconded the motion. MOTION CARRIED.

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher
NAYS: None

Chairwoman Pettit noted that she incorrectly stated the motion; she restated the motion to approve the consent agenda. Clerk Packard made the motion; Director Zurcher seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher
NAYS: None

8. CORRESPONDENCE

- a. Letters from the public

It was noted we receive many letters of appreciation from the community.

- b. Monthly Division Reports from the Fire Chief and staff in regard to current activities of the Fire Authority and the status and progress relating thereto

Chief Bliss advised the Board of an item not in the report. He explained that PRCC had experienced a complete failure in their ability to dispatch last Friday. The incident started with an APS power failure. The generator failed to engage, and the battery backup system kicked in. Once the issue was discovered, the infrastructure and processes were not very organized. Chief Polacek added that the mitigation efforts worked well for the PD side, but not for Fire. He also stated that he attended an AAR today; they are working to determine what happened and why, and discussing procedures to fix the problem. As soon as there is an update, they will let the Board know.

Chief Tharp commented that his report contains a lot of information regarding PSPRS and some of the issues coming forward. One of the biggest things to remember is this isn't just affecting us, it is affecting organizations statewide and there are some organizations that may go out of business because of this. He

noted that we are looking at a 44% employer contribution rate for our FY 2018 budget, and there are some organizations seeing employer contribution rates at 90-130%. There will be a meeting with the Director of PSPRS in January; he hopes to get answers and clarification, and to address some issues. Chief Bliss added that both the CVFD and CYFD will be impacted by the increase; however it looks like we will be able to weather these changes better than most agencies.

Fire Marshal Chase advised the Board that CAFMA will be involved with delivering meals on Christmas with St. Luke's, and reminded everyone that the Annual Polar Bear Splash will be on January 7th at 10:00 a.m.

Chief Polacek informed the Board that he had attended the Prescott City Council meeting; they approved the Tri-Tech Cad system unanimously.

Director Wasowicz asked for clarification on "service calls" listed in the Response Report. Chief Bliss explained those are calls that don't fit into our standard response categories, i.e. HAZMAT, Fire, EMS.

9. NEW BUSINESS CONTINUED

a. Discussion and Approval of YRMC Client Services Agreement with Associated Fee Schedule

Chief Polacek explained that we used to do annual physicals and pre-employment screenings through Chino Valley Medical, however they sold to NextCare. We met with NextCare first and had some concerns, specifically about them not providing cardiac stress tests. We checked into doing our physicals through YRMC; their overall cost came in lower than CVMC.

Attorney Cornelius informed the Board that the version before them had not been formally approved by YRMC. The changes made were related to statutory requirements according to Arizona law. He advised the Board that they could provisionally accept the agreement pending acceptance from YRMC, or they could not act and wait for formal acceptance from YRMC.

Director Wasowicz made a motion to approve the agreement as presented, subject to possible amendment; Director Dobbs seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher

NAYS: None

Attorney Cornelius confirmed if there are changes, the agreement will come back before the Board.

b. Discuss and Approve Purchase of Turn Outs

Chief Bliss explained that we budget every year to replace turn-outs, this is a regularly scheduled purchase; however this purchase is above the threshold (\$25,000) and requires Board approval.

Clerk Packard made a motion to approve the purchase of ten (10) sets of turnouts, Director Zurcher seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher

NAYS: None

c. Approve Policy Amendments 203 Drug Policy, 401 Work Schedule, 402 Compensation, 403 Leave Benefits

Chief Tharp stated the changes made were to bring the policies inline with what we actually do. He noted the change to 403 Leave Benefits was to clarify items such as following the federal holiday schedule.

Director Dobbs made a motion to approve policy amendments 203 Drug Policy, 401 Work Schedule, 402 Compensation, 403 Leave Benefits; Clerk Packard seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher

NAYS: None

d. Update and Discussion Regarding Interior Design of New Administration Building

Chief Bliss explained that Senior Staff and Managers have met with the architect regarding the floor plan. We were presented the initial plan; we provided feedback on how the space will be used, and then met to review the second draft. The architect is making a few more changes before we review again. Once the plans are finalized we will begin looking for contractors.

e. Discussion Regarding Public Records Requests

Chief Tharp reminded the Board that at the last meeting they had requested to see the Public Records Requests we process. He explained that we will create a spreadsheet detailing requests received with related costs and time spent; this information will be included in the monthly division reports. He asked if the Board wants to see requests for organ donations; Attorney Cornelius suggested the list should be comprehensive and include all requests.

10. VOTE TO GO INTO EXECUTIVE SESSION

- a. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Discussion and Instruction to Representatives Regarding Negotiations for the Sale of Real Property Pursuant to A.R.S. §38-431.03(A)(7) Re: Real Property Located at 238 N. Highway 89, Chino Valley, Arizona (Parcel 306-23-058)

Director Zurcher made a motion to go into Executive Session; Clerk Packard seconded the motion. MOTION CARRIED.

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher

NAYS: None

Chairwoman Pettit recessed the public meeting to go into Executive Session at 6:44 p.m.

Director Dobbs made a motion to reconvene in open session; Director Zurcher seconded the motion. MOTION CARRIED.

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher

NAYS: None

Chairwoman Pettit reconvened the public session at 6:56 p.m.

11. OLD BUSINESS

- a. Discussion and Possible Acceptance of a Sales Contract for Station 64 Located at 238 N. Highway 89, Chino Valley, Arizona (Parcel 306-23-058)

Attorney Cornelius explained the appraisal and first offer came in at \$80,000. It was noted that repairs are required to the roof and garage doors which resulted in a counter-offer of \$77,000. Due to the needed repairs, a \$3,000 reduction is appropriate as an addendum for "as-is condition" is included in the contract. We are not utilizing a real estate agent and therefore are not paying any commission.

Director Zurcher made a motion to approve the sales contract as written with the addendum; Director Dobbs seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher

NAYS: None

Attorney Cornelius read the preamble to Resolution 2016-16 into the record.

Clerk Packard made a motion to approve Resolution 2016-16; Director Dobbs seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher
NAYS: None

12. ADJOURNMENT

Director Dobbs made a motion to adjourn; Director Zurcher seconded the motion.
MOTION CARRIED.

AYES: Dobbs, Packard, Pettit, Wasowicz, Zurcher
NAYS: None

Chairwoman Pettit adjourned the meeting at 7:00 p.m.

11/21/17
Date
Paulen Packard
Board Clerk