

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY  
BOARD OF DIRECTORS' MEETING  
REGULAR SESSION

June 21, 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 Directors' meeting to order on Tuesday, June 21, 2016, at 3:48 p.m. at the Chino Valley Fire District, Administration Classroom, 1133 W. Road 3 North, Chino Valley, Arizona.

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

Members Absent: Board Member Dave Dobbs

Staff: Fire Chief Scott Freitag, Assistant Chief of Administration Dave Tharp, 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. PRESENTATIONS

A. Swear in Senior Staff of the Central Arizona Fire and Medical Authority

Clerk Pettit swore in Central Arizona Fire and Medical Authority Staff: Fire Chief Scott Freitag, Assistant Chief of Administration Dave Tharp, Assistant Chief of Operations Jeff Polacek, Battalion Chief Cougan Carothers, and Fire Marshal Rick Chase.

B. Swear in Public Safety Personnel Retirement System (PSPRS) Local Board Member

Board Clerk Pettit swore in Public Safety Personnel Retirement System (PSPRS) Local Board Members Darlene Packard and Michael Robison. Mr. Robison attended telephonically.

4. PUBLIC HEARING FISCAL YEAR 2016-2017 BUDGET

Chairman Rutherford opened the Public Hearing for the Fiscal Year 2016-2017 Budget at 3:55 p.m.

No public comments.

Chairman Rutherford closed the Public Hearing at 3:56 p.m.

5. PUBLIC HEARING 2012 INTERNATIONAL FIRE CODE ACCEPTANCE

Chairman Rutherford opened the Public Hearing for the 2012 International Fire Code at 3:56 p.m.

No public comments.

Chairman Rutherford closed the Public Hearing 3:56 p.m.

6. CALL TO THE PUBLIC

Chairman Rutherford opened the meeting for public comment.

There were no 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 of May 17, 2016
- B. Approve Executive Session Minutes of May 17, 2016
- C. Approve Mutual Aid Intergovernmental Agreement with Williamson Valley Fire District
- D. Approve Intergovernmental Agreement for Apparatus Maintenance with Williamson Valley Fire District

Board Member Page made a motion to approve consent agenda Items A through D. Board Member Packard seconded the motion. MOTION CARRIED

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

Items C. and D. were included on agenda and approved in error.

8. NEW BUSINESS

A. Approve Resolution 2016-12 and Fiscal Year 2016-2017 Final Budget

Chairman Rutherford read a portion of Resolution 16-12:

Central Arizona Fire and Medical Authority Resolution 16-12 a formal resolution of the elected board of the Central Arizona Fire and Medical Authority to adopt the Fiscal Year 2017 budget of \$23,979,750 to encumber sufficient funds to cover outstanding warrants from the previous fiscal year, and to encumber any carryover amount exceeding \$1,343,359 to be transferred to the Authority's capital reserve fund for future expenditures.

Board Member Page made a motion to approve Resolution 16-12. Clerk Pettit seconded the motion. MOTION CARRIED

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

B. Approve Fiscal Certification Fiscal Year 2016-2017 Budget

Board Member Packard made a motion to approve Certification for Fiscal Year 2016-2017 Budget. Clerk Pettit seconded the motion. MOTION CARRIED

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

C. Discussion and Possible Approval of the Strategic Plan for Fiscal Year 2016-2017

D. Discussion and Possible Approval of the Annual Goals and Objectives for Fiscal Year 2016-2017

Items C and D were discussed as one item.

Chief Freitag mentioned that the Strategic Plan consists of the process of development, the SWOT analysis, and an appendix for the Capital Replacement Plan which was approved by both Central Yavapai and Chino Valley Board. The Capital Replacement Plan runs into four months of CAFMA.

Chief Freitag reviewed a few updates regarding K-12 Education development, adding additional language under funding, and growth as it applies to the Agency. He mentioned that there are fundamental items included in this plan that need to be addressed in order to accomplish our goals.

Clerk Pettit asked that the Board be provided with quarterly updates.  
Clerk Pettit made a motion to approve the Strategic Plan including Appendices A and B and the Goals and Objectives for Fiscal Year 2016-2017. Board Member Page seconded the motion. MOTION CARRIED

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

E. Approve Sick Leave / Vacation Buyback Fixed Amount and/or Percentage for Post-Employment Health Plan (PEHP) for Fiscal Year 2016-2017

Chief Tharp explained that the Board is required to set the PEHP contribution amount annually. The members that are considering retirement this next year are asking that \$5,000 be paid into the fixed account and the balance available be deposited into the premium only account.

Board Member Page made a motion to approve that for Fiscal Year 2017 PEHP contributions for Sick Leave and Vacation Payouts will be \$5,000 to PEHP 05 Account and any additional balance to the PEHP 06 Account. Board Member Packard seconded the motion. MOTION CARRIED

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

F. Approve Resolution 2016-11 Accepting the International Fire Code as adopted by Central Yavapai Fire District and Chino Valley Fire District

Board Member Packard made a motion to approve Resolution 2016-11 accepting the 2012 International Fire Code as adopted by the Central Yavapai Fire District and the Chino Valley Fire District. Clerk Pettit seconded the motion. MOTION CARRIED

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

G. Discussion and Possible Action Regarding RFQ for Architectural Services Related to 8603 E Eastridge

Chief Freitag stated the Central Yavapai Fire District purchased a building, and this item is for soliciting an architect to complete the build out and remodel of that property. There is currently no cost associated with this request for architectural qualifications (RFQ). A Central Yavapai template was revised and reviewed by legal counsel. Additionally, Chairman Rutherford has reviewed the document due to his expertise in developing buildings. Chief Freitag is asking for approval to distribute RFQs and present the results at the August Board meeting.

Clerk Pettit made a motion to approve the proposed RFQ to be used in obtaining qualified quotes for the advertising period of 41 days with results and presentations to be reviewed by the CAFMA Board at a date to be determined. Board Member Packard seconded the motion. MOTION CARRIED

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

H. Discussion and Possible Action Regarding Direction to Staff to Swear in All Employees of CYFD and CVFD to CAFMA

Attorney Cornelius explained that individuals need to be sworn in, and he has not read anything in statutes that prohibits senior staff from swearing in members.

Board Member Page made a motion to direct senior staff to swear in all personnel as employees of the Central Arizona Fire and Medical Authority with the assistance of the battalion chiefs. Clerk Pettit seconded the motion. MOTION CARRIED

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

I. Discussion and Possible Approval to Open Escrow for the Purchase of 54,750 square feet, a Portion of APN 103-60-001A, as described in the attached Preliminary Site Plan, in the Amount of \$98,812.50

The Board requested this item to be tabled and placed on the July Board meeting agenda.

9. ADJOURNMENT

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

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

Chairman Rutherford adjourned the meeting at 4:27 p.m.

  
Clerk \_\_\_\_\_ Date \_\_\_\_\_