

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY
FIRE BOARD
REGULAR SESSION

July 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, July 19, 2016, at 4:54 p.m. at the Town of Prescott Valley, Library Auditorium, 7401 E. Civic Circle, Prescott Valley, Arizona.

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

Members Absent: None

Staff: Fire Chief Scott Freitag, Assistant Chief of Planning and Logistics Scott Bliss, Administrative Assistant III Laura Mowrer

Others in Attendance: Attorney Nick Cornelius attended telephonically

2. PLEDGE OF ALLEGIANCE

Chairman Rutherford led the recitation of the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

Town Councilmember Stephen Marshal provided an update regarding the Town of Prescott Valley building permits.

B. 5 Year Budget Forecast

Chief Bliss provided an overview of the 5 Year Budget Forecast. He explained that State statute requires a two-year forecast. This forecast does not contain a history as CAFMA is new. The tax levy capacity applies to districts, not the Authority. The forecast shows that we have a stable organization. Chief Bliss mentioned that the County Assessor's Office operates on a two-year cycle and the Districts are on opposite years. The State requires the capacity information.

Chief Freitag explained that the County estimates the assessed value one year and then the next year is an actual value. We need more data to assist with future forecasting.

4. CALL TO THE PUBLIC

Chairman Rutherford opened the meeting for public comments.

There were no public comments.

5. 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 Special Session Minutes - June 7, 2016
- B. Approve Regular Session Minutes - June 21, 2016
- C. Approve Intergovernmental Agreement for Purchasing Between Central Arizona Fire and Medical Authority and the Town of Payson, Arizona
- D. Approve Transfer of Fire Protection Agreements from Chino Valley Fire District or Central Yavapai Fire District to Central Arizona Fire and Medical Authority for the Following Applicants: Ahern 401-01-124P, Behrle 303-05-012Z, Bentz 304-06-201, Bentz 304-06-208, Big Chino Holdings LLC 304-01-202E, Bruner 304-06-212, Christensen 303- 05139F, Hunt 304-06-210, Lopez 304-05-251, Marchman 303-03-021K, Mason 305-03- 256A Matter 306-01-050C, Melvin 304-05-299, Nickle 304-06-122C
- E. Approve New Fire Protection Agreements for the Following Applicants: Nelson 304- 05-352A, Redmer 402-11-066H

Board Member Page made a motion to accept the Consent Agenda items 5A through E. Board Clerk Pettit seconded the motion. MOTION CARRIED

AYES: Dobbs, Packard, Page, Pettit, Rutherford

NAYS: None

6. CORRESPONDENCE

A. Letters from the Public

Chairman Rutherford mentioned there were several thank you notes received in addition to the flowers received by the Administrative Staff from Operations.

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 Freitag explained that we received some phone calls from elected officials and community leaders; their perception of the organization was contrary to the facts. We have simply stated the facts. If the public has any questions, they may review the document.

Chief Freitag praised the Administrative staff for assisting with bringing CAFMA about. He commended Chiefs Bliss and Tharp for teaching a class on property valuation at the Arizona Fire District Association (AFDA) Conference, and he shared positive comments received from attendees.

Board Clerk Pettit also praised Chief Bliss and thanked Administrative staff.

Chairman Rutherford agreed and voiced his appreciation of senior staff.

Fire Marshal Chase provided the Board with information regarding an Emmanuel Pines visit. He mentioned that everything seemed appropriate for a camp and there have been no changes.

Chief Bliss mentioned a 9.5% call volume increase over the past six months, and stated that he is uncertain of the driving force.

Chief Freitag explained that Stations 50, 53, and 58 have a lower reliability rate due to covering other areas.

7. NEW BUSINESS

A. 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 \$95,812.50

Chief Freitag stated that CYFD Board discussed this item as they would like to have input with their representatives on the CAFMA Board. Chief Freitag explained the chronology of the StoneRidge property and mentioned there were other unusable parcels considered prior.

Chief Freitag is asking the Board to delay making any decisions regarding purchasing property at this point. The Town of Prescott Valley is working with the developer to expand StoneRidge. There is property set aside for schools, and we are trying to determine if a portion could be used for a fire station. Once usable property is located, the information will be provided to the Fire Board.

Chief Freitag explained that a capital plan is presented to the Board for approval annually. When call volume increases and there is a need for additional stations, staff will present the need to the Board.

Chairman Rutherford stated that this property has been on Central Yavapai's capital replacement plan for several years. He explained that Central Yavapai and Chino Valley Fire Districts have recently been repositioning assets in preparation for CAFMA.

Chairman Rutherford directed staff to continue to review options including working with the Town of Prescott Valley and Humboldt School District.

B. Approve Joint Hazardous Materials Team Intergovernmental Agreement with City of Prescott

Chief Freitag explained all legal counsel has reviewed this item and the City of Prescott has approved it.

Board Clerk Pettit made a motion to approve the Joint Hazardous Material Team Intergovernmental Agreement with City of Prescott. Board Member Dobbs seconded the motion. MOTION CARRIED

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

C. Discuss and Accept Joint and Central Yavapai Fire District Policies as CAFMA Policies

Chief Freitag explained that the Policy Manual consists of all previously approved joint policies and Central Yavapai policies for the ones that have not been updated yet.

Board Member Page made a motion to accept the joint and Central Yavapai Fire District Policies as CAFMA Policies. Board Member Packard seconded the motion. MOTION CARRIED

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

D. Approve Policy Amendments: 136 Discrimination Complaint Procedure, 150 Workplace Violence, 180 Americans with Disabilities Act (ADA), 409 Educational Assistance Benefit and CAFMA Training Nomination Form, 616 Employment Relationship of Family Members, 630 Grievance Procedure, 710 Employees Use of Technology and IT Devices, 900 Safety Committee, 910 Safety Personnel Responsibility, 920 Safety Station, 930 Safety PPE, 940 Safety Rapid Intervention Crews, 950 Safety Accident Investigation and Review, 960 Safety Infectious Control Protocol, 970 Safety Health Maintenance, 980 Respiratory Protection

Chief Freitag explained that some policies are state regulated.

Board Member Packard made a motion to approve policy amendments 136, 150, 180, 409, 616, 630, 710, 900, 910, 920, 930, 940, 950, 960, 970, and 980. Board Clerk Pettit seconded the motion. MOTION CARRIED

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

E. Discuss and Accept Joint and Central Yavapai Fire District Standard Operating Guidelines (SOGs) as CAFMA SOGs

Board Member Page made motion to accept joint and Central Yavapai Fire District SOGs as CAFMA SOGs. Board Member Dobbs seconded the motion. MOTION CARRIED

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

F. Discussion and Possible Approval to Purchase LifePak 15 Heart Monitor from Physio- Control for \$33,150.85

Chief Freitag explained that the LifePak 15 is on the capital replacement plan.

EMS Captain Niemynski explained that this LifePak 15 will allow the Agency to have the same monitors on all engines, and it allows for a higher level of patient care. These monitors have about a 10-year life span.

Board Clerk Pettit made a motion approve the purchase of LifePak 15 heart monitor from Physio-Control for \$33,150.85. Board Member Packard seconded the motion. MOTION CARRIED

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

G. Emmanuel Pines Camp - Discussion and Possible Action

Attorney Cornelius mentioned that Attorney Jensen sent a letter to Yavapai County Board of Supervisor Simmons. Attorney Cornelius will present a response to the Fire Board prior to distribution.

8. 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) Regarding Emmanuel Pines Camp

B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Discussion and Instruction Pursuant to A.R.S. §38-431.03(A)(7) Regarding Opening 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 \$95,812.50 or Discuss Other Possible Fire Station Site Options

C. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Any Legal Matters that May Require Legal Advice to the Fire Board

Board Member Page made a motion to go into Executive Session. Board Member Packard seconded the motion. MOTION CARRIED

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

Chairman Rutherford recessed to go into Executive Session at 5:50 p.m.

Board Member Page made a motion to reconvene into Open Session. Board Member Dobbs seconded the motion. MOTION CARRIED

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

Chairman Rutherford reconvened into Public Session at 6:27 p.m.

9. NEW BUSINESS CONTINUED

H. Discussion and Possible Action Regarding Emmanuel Pines Camp

Attorney Cornelius will prepare a response letter for Board Members' signatures.

I. Discussion and Possible Action Regarding Opening 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 \$95,812.50 or Discuss Other Possible Fire Station Site Options

Staff was directed to continue discussions with StoneRidge developer and school district. Board Chair will advise as needed based on his background Staff will provide an update next month.

10. ADJOURNMENT

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

AYES: Dobbs, Packard, Page, Pettit, Rutherford

NAYS: None

Chairman Rutherford adjourned the meeting at 6:29 p.m.

 
Clerk _____ Date _____