

MINUTES

**Central Arizona Fire and Medical Authority
Central Arizona Fire and Medical Authority Board of Directors
Regular Session**

Tuesday, January 17, 2017, 4:30 pm - 6:00 pm

**Town of Prescott Valley - Library Auditorium - 7401 E Civic Circle - Prescott Valley -
Arizona**

In Attendance:

Darlene Packard; Dave Dobbs; Dave Tharp; Jeff Wasowicz; Julie Pettit; Laura Mowrer; Matt Zurcher; Nicolas Cornelius; Scott A Freitag; Susanne Dixon

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 17, 2017 at 4:30 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 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.

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

**Board Chair Pettit called the Central Arizona Fire and Medical Authority Board of Director's meeting to order on January 17, 2017 at 5:18 pm.
Board quorum present.**

2. PLEDGE OF ALLEGIANCE

Board Chair Pettit led the recitation of the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

Town Council Member Grossman provided an update to the Board.

4. CALL TO THE PUBLIC

Those wishing to address the Central Arizona Fire and Medical Authority Board need not request permission in advance. However, we ask that you complete a Call To Public Form for the record. 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. Individuals may be limited to speak for three (3) minutes with a total of 30 minutes allotted for Call to the Public per meeting.

Board Chair Pettit opened the meeting for public comments. There were no 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 Regular Session Minutes - December 20, 2016
- B. Approve Executive Session Minutes - December 20, 2016
- C. Approve General Fund Financial Statements
- D. Approve Gases 101 Device Supply and Maintenance Agreement
- E. Approve Mutual Aid Intergovernmental Agreement with Williamson Valley Fire District
- F. Approve Fire Apparatus Maintenance and Repairs Intergovernmental Agreement with Williamson Valley Fire District

Motion to accept the consent agenda.

Move: Dave Dobbs Second: Matt Zurcher Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

6. CORRESPONDENCE

- A. Letters from the Public

Chief Freitag mentioned a letter from Prescott Fire Chief Light in which our personnel assisted with a medical issue of one of their personnel.

- 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 informed the Board that he attended the AFDA Conference and Fire Chief forum last week which included an NFPA data collection workshop. A number of agencies throughout the State are signing on.

Chief Freitag suggested that there be a joint February Board meeting for a PSPRS presentation.

7. NEW BUSINESS

- A. Strategic Plan Update

Chief Freitag stated that staff is making progress; the percentage of completion has been updated and comments have been added. He mentioned that the senior staff succession plan is about 45% complete.

- B. Discussion and Approval of FY 2017-2018 Budget Development Schedule

Chief Freitag stated that the CAFMA Board will need to approve the schedule and provide direction to Staff. The April meeting will be a joint meeting for input from all Board Members.

Chief Tharp mentioned that some of the deadlines are for staff and asked for the Board to provide ideas and suggestions. The net assessed values should be received prior to the February Board meetings. He noted that the April 4th date is tentative and will be confirmed as the time approaches as all Board Members will be involved in that meeting.

Motion that the 2017-2018 Fiscal Year Budget Development Schedule be approved with the amended time of 1600 hours on all line items where it is currently says 1400.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

C. Discussion and Possible Approval of Capital Replacement Schedule for FY 2017-2018

Chief Freitag explained that there were significant changes in vehicle replacements in order to remain at the \$8 mil balance.

Chief Tharp stated that the capital replacement schedule is reviewed annually in accordance with Fire Board Policy, Standard Operating Guidelines, and it is part of the accreditation process. He explained that even though we are not currently accredited, we still want to meet those standards. This is a planning / forecasting tool.

Chief Tharp mentioned that we project a 3% annual replacement cost increase. Therefore, the cost increases as the number of years increases; the estimates are reset to market value from time to time. When possible, we replace multiple vehicles in one purchase to take advantage of discounts.

Chief Tharp explained that we used to finance purchases with lease purchase options. However, utilizing savings alleviates the interest expense. Larger expenses such as station costs are spread over several fiscal years. He reminded that Board the Capital Replacement Schedule is fluid and can be modified if necessary as part of the budget process.

Chief Bliss reviewed the items on the Capital Replacement Schedule: Engines, water tenders, patrols, support and staff vehicles, stations and facilities, large medical equipment, etc. He explained that amounts listed in orange are placeholders for future planning; those dollars are not included in the total. He explained the Operating Budget Expenditures dollars affects the tax rate. We do not want a large fluctuation in the tax rate so purchases need to be balanced between the Operating Budget and the Capital Reserve Fund. The Capital Reserve total is projected at \$8.5 mil in 10 years; we were able to achieve this by adjusting vehicle needs. We do not require four wheel drive vehicles for everyone and some trucks may be replaced with a less expensive car. Additionally, we determined that our water tenders do not need to be replaced as often so some of those have been removed.

Motion to approve the Capital Replacement Schedule for Fiscal Year 2017-2018.

Move: Darlene Packard Second: Dave Dobbs Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

D. Discussion and Possible Approval of Request for Proposal (RFP) for Contractor for Administration Building Remodel

Chief Freitag explained that the request for proposal (RFP) is not ready for approval. We met with the architect on Monday, and he plans to have the final documents ready for permitting on February 1. We have reviewed the plans and everything appears to be within budget. The architect prepared today's layout and phase 2 and 3 to show the hallway they are putting in and how the expansion can

take place in the future. The documents will be presented for permitting then the RFP will be submitted for Board approval.

E. Discuss and Approve Purchase of Thermal Imager Cameras

Chief Bliss explained that the thermal imager cameras are capital items and our previous cameras are no longer being supported for maintenance. We anticipated these cameras costing \$15,000; however, the quote is lower. There are still a few cameras that need to be replaced after this purchase. Once we receive the new cameras, we will retain the old ones for parts. The thermal imaging cameras were marketed as a tool to be used when entering a smokey environment and for finding people that might be inside a fire. The cameras have also proved to be useful finding people outside at night.

Motion to approve the purchase of three thermal imager cameras in the amount of \$25,901.10.

Move: Jeff Wasowicz Second: Matt Zurcher Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

F. Approve Policy Amendment 730 Procurement and Bidding

Chief Freitag explained that this policy previously set Chief limits, and he further explained that when we receive monthly bills from Prescott Regional Communications Center (PRCC) they do not fall within this policy. There are numerous checks and balances in the process.

Attorney Cornelius has reviewed this policy and mentioned there are statutes related to large purchases.

Motion to approve the amendment to Policy 730 Procurement and Bidding.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

G. Discussion and Possible Direction of Request for Proposal (RFP) for Records Management System (RMS) to Replace Firehouse Software

Chief Bliss reviewed the summary provided to the Board and explained that our current product is not doing what we would like it to do and needs to be updated.

Chief Freitag explained that he used Firehouse in his previous position, and experienced many system problems with little technical support from Firehouse when performing updates.

Chief Bliss mentioned that we are using an older version from 2005 and have not updated it due to potential technical problems.

He stated that TriTech is the vendor that PRCC will be using; however, TriTech would not submit a proposal. We did receive a proposal from Firehouse and Alpine. Firehouse's was very limited, and they recommended a software upgrade and training for personnel. Alpine's proposal was detailed. Both

proposals met most of our requirements; however, neither company provided an occupancy risk analysis. Firehouse isn't addressing our needs or are stating they are in development. There were other companies with similar responses. Chief Bliss explained that there are only a few fire data software companies that are using mobile programs. Firehouse has a mobile inspection module; however, it did not function well. They suggest using the web product on mobile devices.

Chief Freitag mentioned that Firehouse has several modules; however, they initially suggested using an ipad, then suggested a windows based device, then android, etc. and the systems didn't work. He believes TriTech would not submit a bid as they do not have mobile applications – they are all in development.

Chief Bliss stated that TriTech makes a pretty good CAD system and that is their core system. They have developed a records management system to go with their CAD; however, that is not their focus. We are looking for a company that focuses on records management system. The different systems will integrate with each other.

Chief Bliss stated that in terms of function and the product that is being offered, it appears that Alpine is the product to purchase. However, the initial cost is higher. Firehouse initial cost is \$43,935 with an ongoing fee of \$25,500. Alpine's initial cost of \$73,600 with an ongoing cost of \$7,692. The initial cost is higher; the ongoing costs are significantly lower. Chief Bliss explained some of the reasons for the price differences and also mentioned the possible interface with the mobile data terminals (MDTs) and the records management system. He asked for Board direction to contact vendors for a more in-depth product review.

Chief Freitag mentioned that the Alpine bid is higher because we do not have the product and Firehouse is just an update. He stated that TriTech and Alpine products work well together and should not have interface issues.

Board Chair Pettit asked if there could be demonstrations. Chief Bliss stated that he has seen demonstrations, and he has references that he can contact to review the program.

The Board was in agreement for Chief Bliss to review Alpine software further.

8. ADJOURNMENT

Motion to adjourn at 6:22 p.m.

Move: Darlene Packard Second: Dave Dobbs Status: Passed

Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

Darlene Packard 2/21/17
Clerk Date