

MINUTES

**Central Arizona Fire and Medical Authority
Central Arizona Fire and Medical Authority Board of Directors
Regular Meeting
Tuesday, May 16, 2017, 5:45 pm - 6:45 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;
Matt Zurcher; Nicolas Cornelius; Scott A Freitag; Susanne Dixson

Not In Attendance

Laura Mowrer

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, May 16, 2017 at 5:45 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

Chair Pettit called the Central Arizona Fire and Medical Authority Regular Session meeting to order on May 16, 2017 at 5:45 p.m. Board quorum present.

2. PLEDGE OF ALLEGIANCE

Chair Pettit led the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

Marty Grossman presented the Town Council report, noting that the Salute to Heroes event took place the previous weekend.

B. Board Members' Reports

Director Zurcher advised that we are now seeing the staff hours spent completing records requests, and updated the Board on related legal fees to date.

Director Wasowicz informed the Board that he has reviewed the latest invoice from PRCC with Chief Polacek and found the bill to be in line with expectations. He added that the new CAD system is scheduled to be launched in January 2018.

Director Dobbs had nothing new to report related to Labor, and noted that during

Wildland season it is harder to connect with all parties due to off-district assignments.

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.

Chair Pettit opened the meeting for public comments.

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 Regular Session Minutes - April 18, 2017
- B. Approve Executive Session Minutes - April 18, 2017
- C. Approve General Fund Financial Statements
- D. Approve Fire Apparatus Maintenance and Repair Intergovernmental Agreements: Crown King, Mayer and Groom Creek Fire Districts
- E. Approve Fire Protection Agreements: Johnston, McPherson, Moore

Motion to approve Consent Agenda items 5A thru 5E.

Move: Darlene Packard Second: Dave Dobbs Status: Passed

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

6. CORRESPONDENCE

- A. Letters from the Public

Chief Freitag made the Board aware of thank you letters from Marnie Uhl in appreciation of Fire Ops 101 and from the National Fire Academy recognizing Doug Niemynski.

- 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 advised the board that he was informed by Supervisor Jack Smith that the County may be able to donate a van to the Honor Guard, and that he and a few members would be attending the County Board of Supervisors' meeting the following day. Additionally, he updated the Board on the completion of the pilot program with HUSD chemistry students and our HAZMAT team; he indicated the program was a success and points to the Agency's community involvement

beyond the typical fire department model. Finally, he reminded the Board that the Strategic Plan Committee would be meeting the following week.

Chief Tharp updated the Board on the Supreme Court ruling related to ASRS as well as the status of the Worker's Compensation Risk Pool.

Fire Marshal Chase highlighted the numerous community events that we have been involved in and thanked all who had participated.

Chief Polacek advised the Board that the PRCC billing has stabilized; however PRCC will go out for bids on a new UPS, which will result in an increase for us, but the increase will not put us over budget. He also updated the Board on a new program with a focus on the health and safety of the firefighters, specifically related to cardiovascular disease and cancer.

Chief Bliss expressed appreciation for the focus on health and the screenings that are now offered. He also advised the Board that we will be looking into putting a water tank on the property we own in Blue Hills.

Chief Feddema thanked all those who participated in the Salute to Heroes event, including Barrett Propane who provided the propane for the vehicle prop.

7. NEW BUSINESS

- A. Discussion and Approval of Amended Policies: 224 Battalion Chief Promotional / Probationary; 403 Leave Benefits

Chief Freitag explained that the changes to the BC Promotional policy are due to changes in the Wildland courses required and available, and explained that the changes to Policy 403 are to clarify when notifications need to happen in TeleStaff.

Motion to approve amended Policies 224 Battalion Chief Promotional / Probationary and 403 Leave Benefits

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

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

- B. Discussion and Possible Approval of Rental Agreement with Prescott Valley Police Department for 8603 E. Eastridge Drive, Suite D

Chief Freitag explained that PVPD is in need of storage space and that the unused / unfinished unit at the end of the new Admin building meets their needs.

No action at this time; legal review underway.

- C. Discussion and Possible Approval of HintonBurdick CPAs & Advisors' Quote for Fiscal Year 2017 Audit

Chief Tharp explained the advantage of allowing Hinton Burdick to complete the audits for this inaugural year of CAFMA and stated we will go out for bid for a new audit firm next year.

Motion to approve HintonBurdick CPAs & Advisors' agreement to complete Fiscal Year 2017 audit in the amount of \$16,000

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

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

- D. Discussion and Possible Approval of SC Audit & Accounting Solutions LLC Agreement for Fiscal Year 2017 Audit Preparation

Chief Tharp discussed the services provided by Stephen Crandall, CPA to ensure we remain in compliance with all statutory and regulatory practices.

Motion to approve SC Audit & Accounting Solutions LLC agreement and addendum for Fiscal Year 2017 audit preparation

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

- E. Discussion and Possible Approval of Revised Alpine Software Corporation Proposal

Chief Bliss gave a summary of the proposal, which was revised to remove features we will not utilize.

Motion to approve Alpine Corporation proposal for \$90,070, hardware expenditure, and authorize project to continue with contract

Move: Dave Dobbs Second: Matt Zurcher Status: Passed

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

- F. Discussion and Possible Approval of Purchase of Forklift

Chief Bliss advised the Board this purchase is a budgeted item on a long-term replacement plan. He gave a summary of the quotes included in the packet, and pointed out that buying used was not a significant savings; his recommendation and request to the Board was to purchase new.

Motion to approve purchase of Toyota forklift for \$24,389 plus tax.

Move: Darlene Packard Second: Dave Dobbs Status: Passed

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

- G. Discussion and Possible Action Regarding the Selection of Real Estate Broker for Sale of Real Property at 238 N Highway 89, Chino Valley

Chief Freitag explained that the sale with the current lessee fell through, and that we now need to engage with a broker to get the property sold. There was discussion on the commercial real estate brokers in the area, and advice from the Attorney against the use of a broker who has a previous or perceived relationship with the Agency. Director Wasowicz recused himself from discussion and any vote due to his commercial brokerage connection.

Motion to select Scott Armstrong as the broker.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

Abstain: Jeff Wasowicz

8. VOTE TO GO INTO EXECUTIVE SESSION

Motion to go into Executive Session at 6:27pm.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

A. Legal Advice Pursuant to A.R.S. § 38-431.03(A)(3) Regarding Attorney Cornelius' Follow-up to Chief Freitag's Complaint

B. Personnel Matter Pursuant to A.R.S. §38-431.03(A)(1) Related to Chief Freitag's Contract Negotiations

9. OLD BUSINESS

Motion to reconvene into Public Session at 7:21 p.m.

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

A. Discussion and Possible Action Regarding Attorney Cornelius' Follow-up to Chief Freitag's Complaint

Motion that the CAFMA Board present a letter of strong support for Chief Freitag and staff.

Move: Darlene Packard Second: Dave Dobbs Status: Passed

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

B. Discussion and Possible Action Related to Chief Freitag's Contract Negotiations

No further discussion or action taken at this time.

10. ADJOURNMENT

Meeting was adjourned at 7:23 p.m.

 9/27/17

Board Clerk

Date