

## MINUTES

**Central Arizona Fire and Medical Authority  
Central Arizona Fire and Medical Authority Board of Directors  
CA Regular Meeting**

**Monday, November 27, 2017, 4:30 pm - 5:30 pm**

**Central Arizona Fire and Medical Authority, Administration, 8603 E. Eastridge Drive, Prescott Valley, AZ**

### **In Attendance**

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

### **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 **Monday, November 27, 2017 at 4:30 p.m.** The meeting will be held at **Central Arizona Fire and Medical Authority, Administration, 8603 E. Eastridge Drive, 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 Directors' meeting to order on November 27, 2017 at 4:30 p.m. at Central Arizona Fire and Medical Authority, 8603 E. Eastridge Drive, Prescott Valley.**

#### 2. PLEDGE OF ALLEGIANCE

**Engineer Kontz led the Pledge of Allegiance.**

#### 3. PRESENTATIONS

##### A. Prescott Valley Town Council Report

**Prescott Valley Town Council Member Marty Grossman gave an overview of upcoming Prescott Valley events and mentioned that next year the Town of Prescott Valley will be celebrating 40 years; to start the 40 year celebration the Town will have a poster contest. Some of the other items he mentioned were:**

**The Event Center parking lot is being paved; the Light Parade is this Friday; the Valley of Lights will be open until the end of the year, and there will be a 1-mile walk through the Valley of Lights tomorrow; the Event Center is looking to hire seasonal help; the Police Department expansion will be starting soon, and he requested the Board to contact Richard Parker regarding the Jasper Development and possible space for a fire station.**

**Chief Freitag stated that Richard Parker has already been contacted.**

##### B. Board Members' Reports Including: Prescott Regional Communications (PRCC), Public Records Requests, Legal Fees, and Labor/Management

**Director Wasowicz stated that he met with Chief Polacek and reviewed the PRCC monthly invoice; it is in order, and we seem to be on budget with the new CAD system.**

**Director Zurcher thanked staff for including the legal fees in the packet.**

**Director Dobbs stated that labor has created a wage and benefit committee and there will be a meeting prior to the December Board meeting.**

**C. Presentation and Discussion of Capital Replacement Plan**

**Chief Freitag explained that normally this time of year is when the Capital Replacement Plan is approved by the Board; however, that would make it redundant as it is also approved with the budget. He stated that all Board Members on all Boards have received this plan.**

**Chief Bliss provided an overview of the Capital Replacement Plan; it's the same format that has been used historically and outlines the next 10 years. Chief Bliss explained that staff focused on how to purchase two Type 1 Engines at the same time in order to save money. Staff vehicles were also reviewed as some are operated more off-road, such as driving to tower locations, and some vehicles are used more on the highway. He mentioned that some purchases per pushed out, and items in orange text are placeholders and the dollars are not included in the projections.**

**Chief Bliss mentioned that our current SCBA vendor will stop supporting our model in a few years, so we need to purchase new ones and purchase them all at the same time to have the same equipment. There is currently \$1 mil in the budget for SCBA's; however, that is not a confirmed price.**

**He advised that the last two pages are graphs for long-term spending and balances. The balance is a little below \$8 mil; this is a result of not placing as much in the fund last year as we would like. Fortunately, this year is looking more normal; the key is to bring the some of capital spending back into the tax base; this will be a budget discussion. The spending varies dramatically year-to-year with capital purchases; the savings helps to level the tax rate.**

**Chief Bliss reviewed the projections for two water tanks in the Dewey-Humboldt area. The property was donated, and it is our intention to place water tanks on that property. A local community group has been supportive of this project in light of the Goodwin Fire. We recently obtained access to the property; however, there is nothing currently in the capital plan. Chief Bliss explained this is for information only and asked for Board direction.**

**Director Wasowicz asked whose responsibility it is to provide the water flow; would there be a special assessment?**

**Chief Bliss explained that we would typically build a fire station, but don't have the call volume to justify that action; however, there is a need for water tanks in this area.**

**Chief Freitag confirmed that these water tanks would only be used for fire suppression.**

**Chief Bliss explained that there is a well on this property; however, it would not be able to keep up with the needs for fire suppression. We would probably haul water there to fill the tanks. Chief Bliss stated that the community is trying to find ways to assist with the cost of these tanks.**

**Chief Freitag stated that the capital replacement plan may change before it is brought back as the costs are not confirmed. We are also looking at grants to purchase the SCBA's and will be utilizing an experienced grant writing volunteer to assist. We may also be able to cut costs by combining purchases with another agency.**

#### 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.**

**Human Resource Manager Patty Brookins shared with the Board that she was diagnosed with cancer, and she was so touched and grateful for her CAFMA family and the support she received from Chief Freitag, Senior Staff, Managers, and CAFMA members during her 40 weeks of treatment. She stated that she believes her outcome would have been different without everyone's support. She wanted the Board to know how great the CAFMA team is and that senior staff has created a culture of caring and respect for everyone.**

**President of the Citizens Tax Committee Chris Kuknyo addressed the Board and stated that they are monitoring what the fire agencies are doing regarding the cost of PSPRS. He provided statistics regarding local agencies and their percentage of PSPRS funding. He asked what the Board is doing or plans to do to address this issue locally and what has the Board done at the state level. Chair Pettit stated that due to the Open Meeting Laws she couldn't respond; however, she would take it to counsel and get him an answer. Mr. Kuknyo informed the Board that they are a resource, not an adversary and would like to help.**

**Chair of the Dewey-Humboldt Fire Wise Committee Victoria Wendt provided the Board with an update on how the Committee is making their community safer. She asked for funding in the next budget to construct two 10,000 gallon water tanks in the Upper Blue Hills. She also mentioned that community groups are conducting local fundraising events. She provided the current Dewey-Humboldt Newsletter to the Board.**

#### 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 - October 23, 2017
- B. Approve Executive Session Minutes - October 23, 2017
- C. Approve General Fund Financial Statements
- D. Approve Fire Protection Agreements: Anklam, Pollan

**Motion to accept the Consent Agenda as read.**

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 the letter we received from Chief Nazih for assisting the Verde Valley Fire District with their testing. He also mentioned that we have received several letters from California, and we are thankful for those.**

**Chair Pettit thanked CAFMA members for always putting a shine on the Agency.**

- 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 thanked Yavapai County Contractor's Association for the plate of scones he received from Rafter Eleven while he was recuperating.**

**Chief Freitag mentioned that AMR Operations Manager Peter Como was in attendance and stated that staff continues to work with them to continue to improve services.**

**Chief Tharp mentioned that the FBI was restricting our finger printing, not DPS as previously reported. He stated that we are clarifying the statute through legislative action to make sure the FBI accepts our submissions because we are required by law to conduct finger print checks on all our public servants. There has to be national search in addition to state.**

**Chief Tharp stated he was recently informed that PSPRS will be awarding a 5.25% interest payment on pre and post-judgment amounts. He explained that we paid the base to alleviate any post-judgment interest. The pre-judgment amount is estimated at about \$75,000 and this will be credited to CAFMA once the payment is made. Chief Tharp is asking for clarification from PSPRS to verify the calculations are correct as he did with the base amount.**

**Fire Marshal Chase informed the Board that our engine won First Place in the non-profit category in the Prescott Light Parade thanks to the decorating skills of Captain Valadez, Firefighter Smith, and their families. He added that over 1,000 turkeys were donated during The Flying High Turkey Drive in which Director Zurcher, Chief Abel, Captain Fournier, and Engineer Dibble assisted.**

**Fire Marshal Chase explained that CAFMA is working with Mountain Institute JTED to create a Fire Inspector Program.**

**Chief Freitag added that the Fire Prevention Program will dovetail into Yavapai College, and other schools across the state are also looking at this program. The shortage of qualified candidates is a problem for the Western US.**

**Chief Polacek explained that the Tri-Tech Software cost is a little over \$200,000; we pay 16% of the total cost, which is about \$1.25 mil. This will include mobile applications and equipment in the vehicles. We are creating this system in-house instead of buying something; we are paying overtime costs for dispatchers that are working on or testing the system.**

**Chief Bliss stated that in conjunction with the new CAD system, we are also implementing new records management system for training, inventory, and fire prevention.**

**Chief Feddema informed the Board that Jim Gillihan was hired as the Training Center Tech and the training center is already looking better.**

## **7. NEW BUSINESS**

- A. Discussion and Possible Action Allowing Senior Staff to Seek an Independent Third Party Information Technology Review in an Amount not to Exceed \$15,000

**Chief Freitag explained that this is in no way negative of our technical staff. We continue to add projects for Technical Services and items are piling up. We spend about \$1 mil each year in tech services between radio systems, IT infrastructure, etc. Chief Freitag stated that we don't know if we are spending as efficiently as possible. We don't have**

enough expertise to determine if we need to add another person or where that person should be added. We are looking for a third-party independent person that is not selling us anything to look at the division and recommend adjustments. We are spending money on overtime and with the workload, we need to make sure we are wisely spending funds. Chief Freitag stated that he has spoken to a few people in the industry to determine the cost of the review and determine what direction to go.

Chief Freitag stated that he would like to solicit bids for this review not to exceed \$15,000. He anticipated to have the bids back by January if the Board is in agreement. He would like to have the recommendations prior to the next budget cycle.

The Board was in agreement for Chief Freitag solicit bids and bring them back for approval in January.

- B. Discussion and Approval of Side Letter Agreement with City of Prescott for Expending \$208,479.98 of Contingency Funds for Tri-Tech Software

Chief Freitag explained that we knew this expenditure was coming this year, but we did not know the amount. We are seeking contingency funds to pay our portion of this project.

Chief Bliss confirmed that this item was in the capital replacement budget last year.

Chair Pettit verified that the money was allotted for, it just wasn't spent.

Motion to approve this expenditure in the amount of \$208,479.98 from the contingency fund for the Tri-Tech Software.

Move: Jeff Wasowicz Second: Darlene Packard Status: Passed

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

- C. Approve Master Contract for Fire Apparatus Maintenance and Repairs

Attorney Cornelius explained that this is the revised version of the master agreement for Fleet Maintenance Services.

Director Zurcher asked if this agreement was for non-governmental agencies.

Attorney Cornelius stated that this agreement will be for governmental and non-governmental entities. He advised that it says Non-government Fire Apparatus Repair, but it will be modified for each particular entity. If we were dealing with other third-parties who need this kind of service, we could use this same type of contract; simply make that change. It has all the statutory language required; it identifies the type of agency; identifies if there are any conflicts we can get out; includes language related to liability insurance that apparatus has to be delivered without anything on it; all of those kinds of requirements will apply in either context. This is the standard type of form that we will use and make those changes depending on the type of entity that is coming forward.

Approve the master Contract for Fire Apparatus Maintenance and Repairs as presented.

Move: Dave Dobbs Second: Matt Zurcher Status: Passed

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

- D. Approve Contract for Fire Apparatus Maintenance and Repairs with Walker Fire Protection Association

Chief Bliss explained that this agreement with the new language is for Walker Fire

**Protection Association.**

**Motion for approval.**

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

E. Approve Purchase of New Dodge Truck for Fleet Maintenance

**Chief Bliss stated that this item is budgeted in the capital plan for \$43,661.00. The invoice price was initially \$41,097; however because we are purchasing through the state contract it is \$33,597. However, there will be some additional equipment required. He asked for approval to purchase the vehicle and equipment not to exceed the budgeted amount of \$43,661.00.**

**Motion to approve the purchase of new Dodge truck for Fleet Maintenance for the budgeted amount not to exceed \$43,661.00.**

Move: Darlene Packard Second: Matt Zurcher Status: Passed

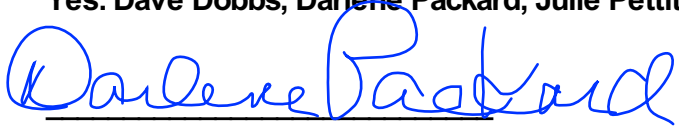
Yes: Dave Dobbs, Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher

8. ADJOURNMENT

**Motion to adjourn meeting at 5:30 p.m.**

**Move: Darlene Packard Second: Matt Zurcher Status: Passed**

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

 12/21/17

**Clerk / Date**