

MINUTES

**Central Arizona Fire and Medical Authority
Central Arizona Fire and Medical Authority Board of Directors
CA Regular Meeting
Monday, January 22, 2018, 4:30 pm - 5:30 pm
Central Arizona Fire and Medical Authority, Administration,
8603 E. Eastridge Drive, Prescott Valley**

In Attendance

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

Not In Attendance

Dave Dobbs

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, January 22, 2018 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 Director's meeting to order on Monday, January 22, 2018 at 5:02 p.m. at Central Arizona Fire and Medical Authority, 8603 E. Eastridge Drive, Prescott Valley.

2. PLEDGE OF ALLEGIANCE

Chair Pettit led the Pledge of Allegiance.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

No comments.

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

Nothing additional was added regarding public records requests or legal fees.

Director Wasowicz provided an update on Prescott Regional Communications Center (PRCC) stated that he met with Chief Polacek and reviewed invoices. He explained that we are half way through the year and the budget is at 46% which is on track. There is a PRCC Chief's meeting this Thursday, and the new system will be rolled out in February.

Chief Freitag stated that Director Dobbs has been meeting with labor and everything is fine.

4. 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 21, 2017
- B. Approve General Fund Financial Statements
- C. Approve Fire Protection Agreements: Rice

Motion to accept the Consent Agenda.

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

5. CORRESPONDENCE

- A. Letters from the Public

Chief Freitag mentioned that all public correspondence is submitted to the Board and expressed appreciation for the handwritten notes.

- 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 there was a motor home fire this morning in Paulden in which one person died and another person was flown with life threatening injuries.

Chief Tharp informed the Board that members are working through the budget process with a zero-base budget; therefore, they are providing recommendations and justifications for all accounts. The budget will be developed, and a joint meeting will be scheduled for Board input.

Fire Marshal Chase provided an update regarding Emmanuel Pines Camp located at 3000 Spence Springs Road and community members' concerns. He explained that the original buildings were constructed in 1950 and additional buildings were added through 1998. There were public concerns raised in March 2016 regarding the possibility of the camp being turned into a rehab facility and limited fire access due to the narrow road. Yavapai County Community Development Director Steve Mauk and Fire Marshal Chase visited the facility in July 2016 in addition to fire agency personnel performing annual camp inspections in May of 2016 and 2017 with no evidence of a change in occupancy. It was also confirmed with the camp owner that there is no intention to change occupancy type. Fire Marshal Chase stated that if the camp changes use or occupancy type, the current fire codes would need to be met including a minimum 20' wide fire access road. The private road varies from 16' to 20' and is not maintained by the County. Fire Marshal Chase stated that residents have a high concern for safety due to the road not being consistently 20' wide, and suggested a viable solution would be that residents along Spence Springs Road allow for a portion of their easement to be used to maintain the 20' wide road.

Chief Freitag explained that Chief Bliss is assisting Bullhead Fire with a hiring process and did not leave anything additional.

Chief Feddema stated that he is developing the 2018 Engineer's Academy, and he recently had the opportunity to meet with members of other agencies within the state to help improve training statewide.

6. NEW BUSINESS

- A. Year End June 30, 2017 Audit - Presentation by HintonBurdick CPAs & Advisors and

Board Acceptance

Steve Palmer with HintonBurdick CPAs and Advisors presented the June 30, 2017 Year End Audit report to the Board.

Steve Palmer representative with HintonBurdick CPAs & Advisors presented the June 30, 2017 Year End Audit report. He explained that they issue an independent auditor's report which is an opinion on whether the financial statements present the financial position of the Agency fairly. He stated that they issued a clean opinion. He also stated that there were no issues noted regarding internal financial controls. He provided a brief overview of the financials for CAFMA's first year. Mr. Palmer expressed his appreciation of management's assistance and stated that they are doing a great job in keeping accurate records.

Motion to accept the June 30, 2017 audit report that has just been presented to us.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

7. VOTE TO GO INTO EXECUTIVE SESSION

- A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Call to the Public
- B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Policy 190 Public Records Requests
- C. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Fire Board Policy Amendments

Motion to go into Executive Session at 5:21 p.m.

Move: Darlene Packard Second: Jeff Wasowicz Status: Passed

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

8. NEW BUSINESS CONTINUED

Chair Pettit reconvened into Public Session at 6:13 p.m.

- A. Discussion and Possible Action Regarding Call to the Public

Chair Pettit stated that at this time there will be no changes.

- B. Discussion and Possible Approval of Amended Policy 190 Public Records Access and New Job Descriptions for Facilities Maintenance Technician I and Facilities Maintenance Technician II and the Corresponding Wage Scales

Chair Pettit asked Attorney Cornelius to review Policy 190 Public Records Access and clarify the language.

Chair Pettit stated that the weekly review that the Chief Freitag writes is very valuable both internally and externally and the Board would like it distributed at large. She mentioned that an email distribution list will be created and The Review will be posted on the Agency's FaceBook page so that it is open and available to all.

Chief Freitag advised the Board that the Facilities Maintenance Technician I and II positions were not completed prior to CAFMA when the Succession Plans were created. These positions and wage scale need Board approval, because they are new. He explained that we are not hiring for these positions; we are preparing for the future.

Motion that the new job descriptions for the Facilities Maintenance Technician I and Facilities Maintenance Technician II and their corresponding wage scales be approved.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

C. Discussion and Possible Action Regarding Fire Board Policy Amendments

Chief Freitag stated that the Board has the draft policies and direction, and they will be discussed again at the next meeting. He reminded the Board that the documents are in draft form and under Board and legal review; therefore, they are not public documents.

D. Approval to Purchase Thermal Imager Cameras

Chief Polacek explained to the Board that the current cameras are outdated and are no longer supported. This purchase is part of the capital replacement schedule and includes a \$1,500 credit for cameras that will be traded in. The cameras have about a 8-10 year life span, and these cameras are the same model that are on the other engines.

Chief Polacek provided some examples of how thermal imager cameras are used i.e. inside a structure to locate heat sources such as a possible attic fire, for overhaul looking for hot spots, to determine how many passengers were in a car, or locate someone that was ejected. They have also been shared with the police department when they are on the same scene.

Motion to approve the purchase of the thermal imager cameras in the amount of \$25,901.10 this to be all inclusive with tax and transportation.

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

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

E. Discussion and Approval of Revised Master Purchasing Agreement - Auto Renewal and Master Purchasing Agreement - Defined Term

Attorney Cornelius advised that this agreement was revised related to school district purchasing.

Motion to approve the revised Master Purchasing Agreement-Auto Renewal and Master Purchasing Agreement.

Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

F. Discussion and Approval of Three Year Purchasing Agreement with Chino Valley United School District

Attorney Cornelius advised that this is a specific agreement.

Director Zurcher asked for an explanation of benefits for entering into a purchasing agreement with Chino Valley School District. Chief Freitag explained that there is a savings on school books, and we can store them. Additionally office and janitorial supplies can be purchased in bulk to reduce cost. This is in addition to purchases with other fire agencies.

Motion to approve the three year purchasing agreement with Chino Valley Unified School District.

Move: Matt Zurcher Second: Jeff Wasowicz Status: Passed

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

9. CALL TO THE PUBLIC

Those wishing to address the Central Yavapai Fire District Board need not request permission in advance. However, we ask that you complete a Call To Public Form for the record, and if you are reading a written statement to also provide the written statement to staff. 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 will 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.

Chris Kuknyo, current Citizens Tax Committee President voiced concerned with the cost of PSPRS. He asked what the Board is doing about this, and asked if the Board was engaging the State. Mr. Kuknyo mentioned the words that the auditor used during the Chino Valley audit presentation and voiced his opinion that the agencies should merge. He suggested that the Board make it easy for the public to be heard and move the Call to the Public to the top of the agenda so that the public could comment on the agenda before the Board approves items. He asked that the stop watch be removed. He thanked the Board for placing Lynne LaMaster on the email list. Mr. Kuknyo voiced concern that at a previous meeting an elected official on the Board had to use Call to the Public to bring an issue forward. He recommended that the bylaws be amended to allow any two Board Members to place an issue on the agenda. He stated it was a conflict of interest for the attorney to represent all boards.

Lynne LaMaster thanked the Board of adding her to the email list, and she cautioned the Board to be really careful about putting any language regarding recurring requests in the policy manual.

Chris Jensen stated he was responding to Fire Marshal Chase's comments about Spence Springs Road. He indicated that it is a violation of fire code to have a 16' wide private road, and that due to the ongoing violation of the fire code this agency, and it's predecessor the Central Yavapai Fire District, should not have been approving new construction in this area, and stated they are building new things on Spence Springs Road all the time. He further stated that what they want the fire district to do is enforce the fire code - nothing more. He said it's not the fire district's job to tell them to donate land, that nobody wants to give up their land for free and stated it isn't the fire district's job to deal with roads, that's the responsibility of the County or the state, or maybe the private people who own the private easement. He reiterated that they just want the fire district to enforce the fire code. He stated that the issue from two years ago regarding Emmanuel Pines Camp having a rehab facility is gone now due to Obama Care no longer paying for rehab, and said this is just about two-way traffic on a 16' wide winding road that is unsafe. He stated they are having too much traffic and quite a bit of it is due to this fire district and the Central Yavapai Fire District not enforcing the fire code.

Director Zurcher asked that this item be placed on next month's agenda.

10. ADJOURNMENT

Motion to adjourn at 6:33 p.m.

**Move: Darlene Packard Second: Matt Zurcher Status: Passed
Yes: Darlene Packard, Julie Pettit, Jeff Wasowicz, Matt Zurcher**

Clerk / Date

Signature indicating approval on next page.

Signature Page For: 2018.01.22_CAFMA_Minutes_Approved.pdf - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 2/26/2018

A handwritten signature in black ink, appearing to read "Darlene Packard". The signature is written in a cursive, flowing style with some loops and flourishes.

Darlene Packard , Board Clerk 02/27/2018