

MINUTES

**Central Arizona Fire and Medical Authority
Central Arizona Fire and Medical Authority Board of Directors
CA Regular Meeting
Monday, March 26, 2018, 4:30 pm - 6:00 pm
Central Arizona Fire and Medical Authority,
Administration, 8603 E. Eastridge Drive, Prescott Valley**

In Attendance

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

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 **Monday, March 26, 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 meeting to order on Monday, March 26, 2018 at 4:30 p.m.
Staff member Kylee Burch attended in Laura Mowrer's absence.**

2. PLEDGE OF ALLEGIANCE

Chair Pettit led the Pledge of Allegiance.

Director Zurcher asked that Call to the Public be heard before Presentations.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

Prescott Valley Town Council Member Grossman provided an update to the Board, including information on the Jasper Development, a new RV and boat storage in Granville, new water tanks in Jasper and Stoneridge, and the Town's 40th anniversary.

B. Board Members' Reports

i. Prescott Regional Communications (PRCC)

Director Wasowicz advised the Board that our billing remains on budget, and that last month averaged 33 calls per day. He stated the new CAD system is working and they are fixing bugs as they come up.

ii. Public Records Requests

Director Zurcher stated there have been 22 records requests since his last report, 5 of which are still in progress.

iii. Legal Fees

Director Zurcher provided amounts for legal fees for all three agencies: CVFD - \$87.50; CYFD - \$4,000 (not including ACE); and CAFMA - \$22,618.

iv. Labor/Management

Director Dobbs stated the Union has worked very hard with Senior Staff; they have come up with a good plan, which Union VP Mike Kontz will be presenting today.

C. Wood Chipper Donation

Fire Marshal Chase explained that the County donated the chipper to us in 2013, but we were unable to establish a chipper crew. Jerome Fire has a good program in place, but is in need of a chipper. This donation will really help Jerome Fire and other agencies in their area.

D. Union Wage and Benefits Proposal for Fiscal Year 2019 Budget

Union President Mike Kontz stated the Union has worked hand-in-hand with Senior Staff to create a plan to overcome some of our challenges. He thanked Chief Bliss and Engineer Horstman for their long hours of work helping to put the plan together. He reminded the Board that due to financial restrictions, wages were not addressed for a lot of years, and stated that we were at 7% below the 50th percentile according to their study last year.

He further reminded the Board that minimum wage will continue to go up every year; while we haven't seen a lot of issues with retention, we expect we will see more of it, and we are seeing this impact us in recruitment. He noted that for our last hiring process for 5 new firefighters, we only received 30 applications; in the past, we would have seen hundreds. He stated what they came up with is a multi-year approach, which began last year with the 2% COLA. For FY18-19, the proposal is to drop two steps off the bottom of the wage scale, raising the starting wage and bringing us closer to the 50th percentile. He added they would also like continued wage and benefit review, with a state-wide study for all types of departments rather than only fire districts. He informed the Board that PFFA and AFDA are working together to conduct a wage study, and would like for us to either participate with them or conduct our own. He closed by stating they would like wage studies to continue every 3 years, which had been previously agreed to by the Board, but not followed due to financial restraints.

Director Wasowicz asked if any of our steps were in the 50th-75th percentile.

Union President Kontz answered that yes, some are. He added that some people may not view this as fair, but the intention is to fix the starting scale.

Chair Pettit confirmed with Director Dobbs that we are trying to correct our starting wages being so close to the minimum wage.

Director Dobbs confirmed, and stated that for 5 open positions, 30 applications is really low and we should have seen more than 100.

Chair Pettit recalled not wanting to be a training ground as part of the discussion from last year regarding the COLA.

Chief Freitag explained that Prop. 206 reduced the amount between minimum wage and the starting wage of our current personnel. This proposal would increase our starting wage and is a tiered approach.

Director Packard asked how much it costs to train a new firefighter.

Chief Tharp answered that per previous data collected, approximately \$45,000 for training

and equipment.

Director Zurcher asked if we had information on whether some of our personnel were working multiple jobs to make ends meet.

Union President Kontz stated that probably 65-75% work multiple jobs; some are due to the guys having businesses before they became firefighters, but a lot are due to wages. He added that many will also take advantage of overtime or special duty pay to make extra money.

Chair Pettit asked him to please conduct a survey to present regarding the matter; Union President Kontz stated he would be happy to do that.

Chief Freitag indicated that Mike will be at the budget study session.

E. Budget Update and Schedule Budget Workshop for Second Week of April

Chief Bliss provided an overview of where we are with revenue and expense numbers. He advised the Board that the NAV increased in both Districts, with approximately 2% due to new construction. He added that the outlook for more construction in both Districts is good.

He provided a brief history of assessed values and noted the huge spike in values prior to the recession. He also stated that it looks like recovery will continue for a few years, but we are now just below the values of 2008; it will be a while before we get to where we were previously projected.

He then went over some of the increased costs, which include PSPRS, election costs, new software, unemployment, ASRS, and an increase in capital asset contributions as we are trying to get away from spending our savings. He stated that the tax rate projections are lower now because of the agencies combining, and pointed out the line indicating the projections presented to the CYFD Board in 2013.

The Board was advised that the Chino Valley Board suggested April 9th at 10:00 a.m.; Board consensus is to hold the budget workshop on April 9th at 10:00 a.m. This will have to be confirmed with Central Yavapai Fire District Board.

F. Letters from the Public

Chief Freitag made note of the thank you letters for Read Across America and thanked all who participated.

G. 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 that Senate Bill 1093 has been revived as a striker bill and potentially could be revived again. He thanked Directors Packard and Wasowicz for traveling down to the Senate to talk with Karen Fann. He added that he received an email indicating The Review was ranked 6th and 15th highest read articles in the Signalsaz.com publication.

Chief Tharp stated that we do not have numbers in yet for Worker's Comp; our EMOD score won't come in until late April or May, but we will likely see another increase this year. He stated that he would continue to champion the cause of risk pools, as he believes we would see better rates with lower increases if we were part of a pool.

Fire Marshal Chase thanked all who helped with the Salute to Heroes event last Saturday, and mentioned that Captain Burch was recognized as Firefighter of the Year.

4. CALL TO THE PUBLIC

A.R.S. §38-431.01(H) states: A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

In accordance with A.R.S. §38-431.01(H) and as a matter of policy, the Central Arizona Fire and Medical Authority Board has decided to allow public comments as time permits. Therefore, those wishing to address the Board regarding an issue within the jurisdiction of this public body may do so in an orderly manner that includes completing a Call to the Public Form and submitting it to staff for the record. If a written statement is being read, please provide a copy to ensure it is entered into the record accurately. Individuals will be limited to speak for three (3) minutes and Call to the Public shall not exceed 30 minutes per meeting.

This item was taken out of order. Chair Pettit 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. Any item may be removed by a Board member and will be considered separately for motion, discussion and action.

- A. Approve Regular Session Minutes - February 26, 2018
- B. Approve Executive Session Minutes - February 26, 2018
- C. Approve General Fund Financial Statements
- D. Approve Fire Protection Agreements: Ernster

Motion to approve consent agenda.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

6. VOTE TO GO INTO EXECUTIVE SESSION

- A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Policy 190 Public Records Requests
- B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Fire Board Policy Amendments
- C. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Chief's Contract Term Regarding Indemnification

Chair Pettit stated they would be removing items A and B from the Executive Session as there is nothing to add at this time. Motion to adjourn to go into Executive Session at 5:18 p.m.

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

7. OLD BUSINESS

The Board reconvened into Public Session at 5:46 p.m.

- A. Motion, Discussion, and Action on Amended Policy 190 Public Records Access

This item was tabled with nothing new to add.

- B. Motion, Discussion, and Action Regarding Fire Board Policy Amendments

This item was tabled with nothing new to add.

8. NEW BUSINESS

- A. Motion, Discussion, and Action Regarding Policy Amendments: 140 Harassment; 201.01 Pre-Employment Psychological Evaluation; 407 Retirement and Deferred Compensation Benefits; 500 Employee Assistance Program; 610 Performance Evaluations

Chief Freitag explained that some of these policies have been updated to comply with new legislation, others were reviewed as part of the accreditation review schedule.

Motion to approve Policy amendments: 140 Harassment; 201.01 Pre-Employment Psychological Evaluation; 407 Retirement and Deferred Compensation Benefits; 500 Employee Assistance Program; 610 Performance Evaluations

Move: Darlene Packard Second: Dave Dobbs Status: Passed

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

- B. Motion, Discussion, and Action Regarding Emergency Replacement of VoIP Phone System

Chief Freitag advised the Board that several issues were found with the current VOIP system after the changes in the Tech Services department. He stated the system has already failed twice, and catastrophic failure will eventually occur. He added that these issues should have been caught by IT but weren't.

Chief Bliss explained we received three bids. One bid is for replacing the Cisco routers. The long-term upkeep would remain high, and the annual licensing fees are very expensive. Also, if the Cisco system were to fail at a later date, the cost would be very high. The other two systems are based on more generic hardware that don't require proprietary systems to run and are less expensive to replace; licensing fees are also considerably lower. The downside to those two systems is we would need to replace all of phones.

Director Wasowicz asked how old the current system is.

Chief Bliss answered the system is 5 years old, and was an older system when we bought it. Chief Freitag explained that we are looking at new systems; the system we are recommending is \$6,000 more initially, but we will save more in the long run.

Motion to approve purchase of complete CX VoIP phone system and installation through Onpoint Communications utilizing contingency funds for \$77,977.16

Move: Darlene Packard Second: Dave Dobbs Status: Passed

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

Abstain: Matt Zurcher

- C. Motion, Discussion, and Action Regarding Sale of Training Engine Vehicle 509 to Yavapai Community College

Chief Bliss explained that we are asking to surplus the training engine, which is part of our normal process; it will be replaced by one of our older engines when we place a new engine in service. The engine is 24 years old. He further stated that Yavapai College indicated an interest, and that typically engines this old are not of interest to other fire

agencies.

Director Wasowicz asked if we were required to post a public notice of the sale.

Attorney Cornelius stated we should get a sense of what bids might be before approving.

This item was tabled.

- D. Motion, Discussion, and Action Regarding Chief's Contract Term Regarding Indemnification

Chair Pettit directed staff to set up a special meeting on April 16 at 10:00.

- E. Motion, Discussion, and Action Regarding Request for Proposal (RFP) for IT Audit

Chief Freitag reminded the Board that we had previously received permission to go out to RFP for an IT audit. He explained that we received 3 bids in response to our invitation. He has reviewed them with an outside, independent evaluator; they feel the bid from Kingston best fits what the agency is looking for.

Kingston is a local solution provider, bid a fixed price of \$42,755; the fixed price is for exactly what we asked for, which means we may find something is missing and have to add to the scope.

Integrated System Diagnostics is a highly recommended firm out of Florida with a bid of \$70,000. Their bid is very generic, using a basic business model; they did not take time to find out who we are.

Securance Consulting, also out of Florida, bid just over \$28,000; however, their bid is very basic and does not include the depth we need.

Director Wasowicz asked if it makes sense to replace the VOIP system before or after the audit, or if the timing is irrelevant.

Chief Freitag answered the audit does not affect the phone system, and that we would like to move on this as quickly as possible.

Chair Pettit asked for this item to be placed on the agenda for the special meeting scheduled for April 16th to give time for the Board to review the bids.

9. ADJOURNMENT

Motion to adjourn at 6:04 p.m.


Move: Darlene Packard Second: Matt Zurcher Status: Passed

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

Clerk / Date

Signature indicating approval on next page.

Signature Page For: 2018 03 26 CAFMA Regular Minutes-Approved.pdf - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 4/23/2018

A handwritten signature in black ink, appearing to read "Darlene Packard". The signature is written in a cursive style with a large initial "D" and a distinct "P".

Darlene Packard , Board Clerk 04/24/2018