

## MINUTES

**Central Arizona Fire and Medical Authority  
Central Arizona Fire and Medical Authority Board of Directors  
CA Regular Meeting  
Monday, November 26, 2018, 4:30 pm - 5:30 pm  
Central Arizona Fire and Medical Authority  
Administration, 8603 E. Eastridge Drive, 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 **Monday, November 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

**Clerk Packard called the Central Arizona Fire and Medical Authority Board meeting to order on November 26, 2018, at 4:30 pm.  
Chair Pettit and Attorney Cornelius attended telephonically.**

2. PLEDGE OF ALLEGIANCE

**Clerk Packard led the Pledge of Allegiance.**

3. PRESENTATIONS

A. Citizen Awards

**Fire Marshal Chase presented an award to Cameron Price praising him for calling 911 and providing the pertinent information to get help for his father during a medical emergency.**

**Fire Marshal Chase presented awards to Prescott Valley Police Sergeant Nancy Roberts and Officer Layton Cooper for lifting a vehicle off a patient and assisting with saving his life. The patient has made a full recovery. Sergeant Shawn Caswell and Officer Paul Hines were also thanked for their assistance; however, they were not present to receive their awards.**

B. Prescott Valley Town Council Report

**Councilman Grossman shared information regarding upcoming events in Prescott Valley; he indicated details are available on the Town's website pvaz.net.**

C. Board Members' Reports

i. Prescott Regional Communications (PRCC)

**Director Wasowicz explained that last month's Prescott Regional Communications Center's (PRCC) bill was slightly higher due to the capital equipment charge. The next generation 911 system is to go live on December 18th. The new system will increase the GPS capabilities, and it will allow for texting 911. There are a few dispatchers that are excelling; however, the Center is still struggling to maintain a full staff.**

**PRCC has invited the Board to tour the facility; this may be scheduled in January.**

**Director Wasowicz shared that members are improving the partnership by dispatchers riding with the engine crews and fire personnel touring PRCC.**

ii. Public Records Requests

**Director Zurcher had nothing more to add.**

iii. Legal Fees

**Director Zurcher had nothing more to add.**

**Attorney Cornelius advised that the Kendhammer & Partners' fees are for two months.**

iv. Labor/Management

**Director Dobbs stated that members of Labor are very happy with the Labor / Management meetings and feel the meetings are productive. Labor has created a committee to review wage and benefits, and they will present information to the Board in a couple months.**

D. Update Regarding Financial Statements

**Chief Tharp advised the Board that the Yavapai County Treasurer's office has distributed financial reports; we are required to go back to July to reconcile the reports and check for discrepancies. He noted that there are some discrepancies; however, he anticipates all reconciliations to be complete and back within compliance for the December meeting. Chief Tharp explained that the discrepancy is less than \$100. It may seem insignificant compared to the budget; however, he believes that's unacceptable. Additionally, scheduling the audit report is contingent on the financial reports from the County; therefore, the audit will also be delayed. Chief Tharp stated that the County had \$4.2 mil reported in incorrect months, so we are comparing our accounting system with theirs and are confident that all will reconcile.**

E. Letters from the Public

**Chief Freitag mentioned a letter that was published related to a retired member's wife who is recovering nicely due to early CPR that he and others performed in order to save her life. He highly recommends everyone become CPR certified.**

F. 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 explained that correspondence was received from Mayer Fire Chief Mike McGee and a meeting was held with interested parties regarding moving Mayer Fire back into PRCC. If this move occurs, it would improve the safety of our personnel; however, the move wouldn't happen until July 2019.**

**Chief Freitag stated that there are some concerns within Arizona regarding fire service and the Governor's plan. Chief Freitag, Prescott Fire Chief Light, and Director Packard met with Karen Fann, and she asked to be kept informed. There are meetings scheduled with the Arizona Fire Service Institute to voice concerns and discuss the plan.**

**Chief Tharp informed the Board that after the financials are reconciled, the audit report should be available in January.**

**Fire Marshal Chase added that there was a very successful and the safe Trick or Treat event; he thanked the Union Local 3066 for their candy donation. It was also mentioned that over 1,000 turkeys were donated for the Turkey Drive. He thanked Nick Fournier, Gordon Dibble, and Bill Brookins for their help with the Turkey Drive.**

**Chief Freitag explained that the final interviews for the Warehouse/Facilities Maintenance Technician are next week.**

**Director Wasowicz stated that he attended the Town Hall meeting on Fentanyl, and CAFMA represented themselves very well; EMS Captain Doug Niemynski was present for CAFMA.**

4. CALL TO THE PUBLIC

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.

**There were no comments**

5. RESPONSE TO OCTOBER 22, 2018 PUBLIC COMMENTS AS DIRECTED BY BOARD

**Director Wasowicz asked that the document entitled "Staff response to comments made during Call the the Public on 10/22/2018" be entered into the record, and he would read it during the Central Yavapai Fire District Board Meeting.**

6. 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 - October 22, 2018
- B. Approve Executive Session Minutes - October 22, 2018
- C. Approve Fire Protection Agreements: Hudson, West/Tucker
- D. Approve Budgeted (6231.3) Expenditure of \$62,210.76 for 22 Sets of Turnouts -- Replacement of 10 Year Old Turnouts and Outfit New Firefighters Funded by SAFER
- E. Approve Arizona Crisis Team (ACT) Agreement

**Motion to approve.**

Move: Dave Dobbs Second: Matt Zurcher Status: Passed

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

7. VOTE TO GO INTO EXECUTIVE SESSION

- A. Legal Advice and Instruction to District Legal Counsel Pursuant to A.R.S. §38-431(A)(3) Regarding Regarding Draft Correspondence to the Attorney General's Office

**Motion to adjourn into Executive Session at 5:04 p.m.**

Move: Dave Dobbs Second: Matt Zurcher Status: Passed

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

8. OLD BUSINESS

**The Board reconvened into Public Session at 5:18 pm**

- A. Motion, Discussion, and Action Regarding Reimbursing Fire Chief \$600 Per His Contract

**Attorney Cornelius advised that this item was agendized last month; however, he did not have the dollar amount. This is reimbursement for the Fire Chief's legal expenses. Attorney Cornelius advised that the payment is appropriate and necessary.**

**Motion for approval.**

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

9. NEW BUSINESS

- A. Motion, Discussion, and Action Regarding Draft Correspondence to the Attorney General's Office  
**Attorney Cornelius confirmed that he has his instructions.**

10. ADJOURNMENT

**Motion to adjourn at 5:20 p.m.**

**Move: Matt Zurcher Second: Dave Dobbs Status: Passed**


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

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Clerk / Date

**Signature indicating approval on next page**

**Signature Page For: 2018 11 26 CEA Regular Minutes-Approved.pdf - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 12/20/2018**

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

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Darlene Packard , Board Clerk      12/21/2018