

MINUTES

**Central Arizona Fire and Medical Authority
Central Arizona Fire and Medical Authority Board of Directors
CA Regular Meeting
Monday, January 28, 2019, 5:00 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;
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, January 28, 2019 at 5:00 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

**Chair Pettit called the Central Arizona Fire and Medical Authority Board meeting to order on January 28, 2019 at 5:07 p.m.
Attorney Cornelius attended telephonically.**

2. PLEDGE OF ALLEGIANCE

Chair Pettit led the Pledge of Allegiance.

Chair Pettit asked that Item 7.A. Presentation, Discussion and Acceptance of Fiscal Year 2018 Audit Report as Presented by Henry+Horne be handled next.

3. PRESENTATIONS

A. Prescott Valley Town Council Report

Prescott Valley Town Council Member Grossman thanked everyone for the great response to the 89A fire. He updated the Board on recent Prescott Valley activities including the Town installing additional hydrants in the Prescott County Club where possible. The Town approved the building of bungalows at Talking Glass, and he mentioned that a portion of Florentine Road will be repaired shortly. The Town is also developing an evacuation plan for the entire town. Council Member Grossman informed everyone that the Town has passed a distracted driver ordinance which consists of no handheld devices while driving.

B. Board Members' Reports

i. Prescott Regional Communications (PRCC)

Director Wasowicz informed the Board that members of PRCC are happy with their new hires, and they are almost fully staffed. Their annual report has been published, and the call volume is up a bit. He also mentioned that the bill was higher than average due to an extra pay period.

Chief Polacek explained that engine crews are spending a minimum of two hours, depending on call volume, with dispatchers so they may share information. About 90% of personnel have been rotated through.

Director Wasowicz shared that there is still an open invitation for Board members to tour PRCC.

ii. Public Records Requests

Director Zurcher had nothing to add.

Chair Pettit asked that staff cost be included with the hours for record requests.

iii. Legal Fees

Director Zurcher nothing to add.

iv. Labor/Management

Director Dobbs had nothing to add.

C. Letters from the Public

Chief Freitag mentioned the letter from Scott Orr; Engine 62 did a great job.

D. 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. Any item discussed in the Division Reports is subject to discussion and direction by the Board; no action will be taken.

Chief Freitag added that he and members of the staff will be meeting with PSPRS's new board chair and staff on February 19 to address our concerns with PSPRS administration.

Chief Freitag thanked the Fire Prevention staff for going above and beyond in working with the contractor and subcontractors for the Talking Glass project in order to get residents moved in. Fire Prevention will meet with contractors to improve communications and the process.

Chief Freitag updated the Board regarding the meeting he had with a Phoenix reporter; the article has not been published yet.

Chief Tharp informed the Board that Transwestern Pipeline is contesting their property valuation for Fiscal Year 2017, 2018, and 2019. They won their appeals for 2015 and 2016 which amounted to about \$20,000 per year in tax revenue that the agencies had to pay back; the amount may vary. He noted that this is a

statewide issue and some organizations may be devastated by these appeals. Chief Tharp explained that once a tax bill is contested, they don't have to pay it that year and if their property is re-valued, they may pay less or the payment may be deferred for up to two years.

Fire Marshal Chase also thanked Fire Inspectors Chuck Dowdy and Brett Mills for all of their hard work. He informed the Board that a Letter of Appointment was signed with the State Fire Marshal's office to allow us to continue to perform fire inspections in schools; it renews in five years. The Fire Prevention staff is reviewing the 2018 International Fire Code in anticipation of adopting it in July 2019; the local building departments are going to the 2018 Building Code.

Chief Polacek informed the Board that he and other staff met with a representative of Scott SCBAs at the AFDA Conference. The representative was able to obtain air bottles that we can utilize through the end of the year as our bottles are expiring. This will reduce the urgency to purchase bottles and provide the opportunity to purchase bottles with the newest 2018 Standard instead of the 2013 Standard; current packs are 2002. He stated that pricing should be available within the next few months. It was also mentioned that Golder Ranch Fire District is considering joining us on the purchase in hopes of an increased discount for the large order.

Chief Feddema added that this past week he sat on the Western Region Homeland Security Advisory Counsel which allocates funds provided by the federal government for security related activities. There's usually about a million dollars in requests and only about \$500,000 available for distribution. Chief Polacek has submitted a grant request for the past four years for ballistic protection for firefighters in case of an active shooter event. He happily reported that we were awarded \$28,000 that will be available in October to purchase the equipment.

Director Wasowicz stated that the presentations by Chiefs Freitag, Tharp, and Bliss at the AFDA Conference were great, and with Chief Feddema's work on this committee, continues to show the great leadership we have.

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.

Sandy Griffis expressed her support for the proposed fee schedule. She mentioned that she attended a meeting with Fire Marshal Chase and staff to review the proposed fees. She appreciated the cost recovery approach as it alleviates money coming out of general fund from the taxpayers. She thanked staff for their work and for including the new permit violation fee on the schedule as she feels contractors need to be held accountable. She stated that they are preparing an outreach in February to meet with members of the industry.

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 - December 20, 2018
- B. Approve General Fund Financial Statements
- C. Approve Fire Protection Agreements: Depue, Hayden, Krogen
- D. Approve Intergovernmental Agreement for Fire Apparatus Maintenance and Repairs with Verde Valley Fire District
- E. Approve Resolution 2019-01 Fee Schedule
- F. Approve Amended Policy 222 Engineer Preliminary Promotional Requirements
- G. Approve Amended Policy 223 Captain Promotional Probationary
- H. Approve Amended Policy 224 Battalion Chief Promotional-Probationary
- I. Approve Amended Policy 710 Employee Use of Technology and IT Devices

Director Zurcher asked that Item E. be removed from the consent agenda.

Motion to approve the Consent Agenda as listed without Item E.

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

Item E. Approve Resolution 2019-01 Fee Schedule

Chief Freitag informed the Board that the fee schedule hasn't been addressed for nearly a decade. He explained that Fire Prevention worked with the Finance Department to determine the actual cost of the entire plan review process. He added that when staff met with Sandy Griffis, she suggested presenting an 80% and 100% cost recovery schedule. The 80% plan would require 20% to be paid from the taxpayers.

Fire Inspector Mills explained their methodology behind the proposed fee schedule which reflects the cost to administration receiving the plans, the plan review by Fire Prevention staff, and the average travel and work time to the site for multiple inspections until the job is complete. He mentioned the unpermitted work fee is not a large issue; however, they found companies doing work without permits which creates safety issues. The fee which is three times the base fee is a deterrent. Inspector Mills mentioned that the March implementation date would allow time for the website and forms to be updated and allow time to meet with the contractors to answer any questions they might have.

Chief Freitag informed the Board that if it is determined that something has been overlooked after the contractor meetings, the schedule could be revised and brought back for Board approval.

There was further discussion related to how the schedule compares with the City of Prescott and how most agencies are going to cost recovery fee schedules.

Sandy Griffis shared that she does not believe the increased fees will deter economic development.

The Board was in agreement that they would entertain additional amendments if needed.

Attorney Cornelius will review to determine if the resolutions need to be recorded.

Motion: With 100% recovery move that we approve Resolution 2019-01 which is the Fee Schedule

Move: Matt Zurcher Second: Darlene Packard Status: Passed

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

6. OLD BUSINESS

A. Motion, Discussion, and Action Regarding Educational Video Production

Chief Freitag reminded the Board that his quote was from last year at about \$1,000 per minute, and he suggested a cap at \$12,000. He stated that he is okay delaying approval of the video productions until CAFMA's website was updated.

It was explained that Technical Services is re-evaluating the website and will be making some recommendations.

The Board asked that this item be brought back for consideration after the website is updated.

7. NEW BUSINESS

A. Presentation, Discussion and Acceptance of Fiscal Year 2018 Audit Report as Presented by Henry+Horne

Brian Hemmerle with Henry+Horne presented the Fiscal Year ending June 30, 2018 Audit. He explained that CAFMA received a clean opinion and had nothing to report. Mr. Hemmerle reviewed a few specifics including explaining the net liability of \$277,000 for post employment health benefits and the current pension liability is \$42.5 mil. Mr. Hemmerle mentioned the change in net position was \$297,465. He also referenced the Schedule of Joint Venture and mentioned the total investment of \$4.6 mil loss that was spread across Central Yavapai and Chino Valley Fire Districts. He mentioned the Chino transfer of \$891,000 in capital assets to CAFMA.

Mr. Hemmerle stated there were no findings related to misstatements or journal entries that were not posted; all documents are clean.

Chair Pettit confirmed that the Board will review the audit and the motion will be restricted to the acceptance of presentation.

Mr. Hemmerle referenced the employee pension and related benefits specifically PSPRS \$42.5 mil. If PSPRS was removed, there would be a dramatic change.

Chair Pettit asked that the motion be to accept the presentation with the understanding that if there are any questions, the Board would revisit the audit next month.

Motion to accept the report.

Move: Jeff Wasowicz Second: Dave Dobbs Status: Passed

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

B. Update of Current Status of Fiscal Year's Goals and Objectives

Chief Freitag updated the Board on the status of the Goals and Objectives.

Chair Pettit asked that monthly updates be included at the end of the Division Reports.

8. ADJOURNMENT

Motion to adjourn at 6:20 p.m.


Move: Matt Zurcher Second: Dave Dobbs Status: Passed

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

Clerk / Date

Signature indicating approval on next page.

Signature Page For: 2019 01 28 CEA Regular Minutes-Approved - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 2/25/2019

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

Darlene Packard , Board Clerk 02/26/2019