

## MINUTES

**Central Arizona Fire and Medical Authority Board of Directors  
Regular Meeting  
Thursday, December 17, 2020, 5:30 pm - 6:30 pm  
Central Arizona Fire and Medical Authority, Administration, 8603 E. Eastridge  
Drive, Prescott Valley**

### **In-Person Attendance**

Darlene Packard; Dave Dobbs; Dave Tharp; Kathy Goodman; Owen (Buz) Mills; Scott A Freitag; Susanne Dixon

### **Remote Attendance**

Nicolas Cornelius

## **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 **Thursday, December 17, 2020 at 5:30 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 meeting to order at 6:09 p.m.**

2. PLEDGE OF ALLEGIANCE

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

3. NEW BUSINESS

A. Motion, Discussion, and Action Regarding Appointment of Fifth Board Member

**Clerk Packard inquired of Attorney Cornelius if the CAFMA Board could wait until the Chino Valley Fire District Board and the Central Yavapai Fire District each have a full Board to make this appointment. Attorney Cornelius responded in the affirmative.**

**Directors Zurcher and Mills were sworn in as Board members for Central Arizona Fire and Medical Authority.**

**Director Zurcher and Director Dobbs were in agreement with waiting until the two District Boards are without vacancies to make the appointment.**

**Motion to table Items A and B under New Business.**

Move: Matt Zurcher Second: Dave Dobbs Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen (Buz) Mills

B. Swear In and Seat Fifth Board Member

**This item was tabled.**

C. Motion, Discussion, and Action Regarding Election of Fire Board Chairperson and Clerk

**Director Dobbs made a motion to move Matt (Zurcher) in as chair of CAFMA Board; Director Packard seconded. There were no other nominations; motion passed unanimously.**

**Chair Zurcher made a motion to reappoint Darlene Packard as clerk; Director Dobbs seconded. There were no other nominations; motion passed unanimously.**

4. PRESENTATIONS

A. Prescott Valley Town Council Report

**This item was taken after Item 7.A.**

**There was not a Town of Prescott Valley representative in attendance.**

**Director Mills inquired as to whether or not the Town of Chino Valley is invited to report. Chair Zurcher responded that he would like to see that happen, and that the agenda will be changed soon.**

B. Dewey-Humboldt Town Council Report

**A Town of Dewey-Humboldt representative was not present to report.**

C. Board Members' Reports

**Chair Zurcher explained the Board reports to Director Mills; no reports were given.**

i. Prescott Regional Communications (PRCC)

ii. Public Records Requests

iii. Legal Fees

iv. Labor/Management

D. Letters from the Public

**Chief Freitag noted that Firefighter Russ Smith was recognized by another agency for his off-duty work at a bad head-on collision.**

**Director Buz Mills inquired as to whether the Board could recognize Firefighter Smith. Chief Freitag responded in the affirmative.**

E. 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 reported that an expert in communications that he met during the Post-Naval Graduate School provided a free one-hour training session for Senior Staff, and the feedback was great. The Agency hosted a meeting with Prevention, general contractors, and the Yavapai County General Contractors Association. He believes it was a good meeting, and that attendees left with a better understanding of what our Agency does. Some attendees provided recommendations that we will consider implementing.**

**Chief Feddema reported that the Agency is working through the challenges presented by COVID, and the Agency has not lost operational readiness.**

**Director Mills inquired as to how many employees have been out with COVID. Chief Feddema reported 32 Operations, two Non-Ops; there have been no hospitalizations.**

#### 5. 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 public comments.**

#### 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 - November 30, 2020
- B. Approve General Fund Financial Statements
- C. Approve Fire Protection Agreements: Sullivan
- D. Approve Policy Amendments: 120 Purpose and Scope of Policy Manual, 150 Workplace Violence Policy, 192 Social Media, 201 Background Check, and 203 Drug Policy

**Motion to approve the Consent Agenda Items A-D.**

Move: Dave Dobbs Second: Owen (Buz) Mills Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen (Buz) Mills

#### 7. NEW BUSINESS CONTINUED

- A. Presentation, Discussion, and Acceptance of FY 2020 Audit Report as Presented by Henry & Horne

**This item was taken out of order and moved to after Item 3.C.**

**Noemi Barter from Henry + Horne presented the Fiscal Year 2020 Audit Report. All statements in reports are management statements that are tested by the auditors to determine if they are materially accurate and fair. Henry + Horne found that statements are presented fairly and have reported a clean opinion. She added that Senior Staff will present an internal analysis at next month's meeting.**

**Motion to accept the FY 2020 audit report as presented by Henry + Horne.**

Move: Owen (Buz) Mills Second: Dave Dobbs Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen (Buz) Mills

- B. Motion, Discussion, and Action Regarding Approval of Budget Development Schedule

**Chief Tharp explained that this is an annual budget schedule, and that it gives the Board an overall view of the budget process in order to meet obligations to the County and the State.**

**Motion to approve.**

Move: Owen (Buz) Mills Second: Darlene Packard Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen (Buz) Mills

- C. Motion, Discussion, and Possible Action to Appoint and Swear In CAFMA PSPRS Local Board Chairperson

**Chief Tharp explained this is an annual process, and that it is required by statute.**

**Motion to nominate Darlene (Packard) to be the CAFMA designee to the local PSPRS board.**

Move: Matt Zurcher Second: Owen (Buz) Mills Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen (Buz) Mills

- D. Motion, Discussion, and Possible Action Regarding a Transfer of Excess Funds from the CAFMA General Fund to the CAFMA Capital Reserve Fund in the Amount of \$1,175,212

**Chief Tharp provided an explanation of the leftover money post-analyzing our accounts, which can include funds received due to wildland assignments or other revenues received, as well as funds not spent within the individual budget accounts. Staff recommends designating the funds to the Capital Reserve Fund, which offsets costs in the near future; this is considered best practice.**

**Motion to transfer excess funds in the amount of \$1,175,212 from the CAFMA General Fund to the CAFMA Capital Reserve Fund.**

Move: Darlene Packard Second: Owen (Buz) Mills Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen (Buz) Mills

E. Discussion Regarding Board Meeting Locations

**No discussion was needed as this item as addressed at both District Board meetings.**

F. Discussion Regarding Ambulance Update

**Chief Freitag reported that Staff is still working with the Certificate of Necessity (CON) consultant. He added that he was contacted by the new Bureau Chief of EMS from the State, who inquired as to what the fire service could do to support inter-facility if the inter-facility transport services were overrun as a result of having to transport COVID patients. His recommendation to her was to possibly utilize the two rescues that CAFMA has. If Lifeline was overrun with inter-facility, we could, under the State's guidance, push those two units into temporary 9-1-1 service to allow the private agency to focus on the inter-facility, which is where most of their revenue is generated, while we picked up some of the slack on the 9-1-1 side. If she did need that type of solution, he would be willing to reach out to our fire service partners throughout the state to work out that practice. He noted that per previous conversations with DHS, there is no mechanism in place to do this. We are not sure what their plan is at this time, but we will certainly continue to work with DHS and our partners, including LifeLine/AMR, to make things work for our community.**

8. ADJOURNMENT

**Motion to adjourn at 6:39.m.**

Move: Dave Dobbs Second: Owen (Buz) Mills Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen (Buz) Mills

**Signature indicating approval on next page.**

**Signature Page For: 2020 12 17 CEA Regular Minutes - Approved - Central Arizona Fire and Medical Authority Board of Directors - CA Regular Meeting - 1/25/2021**

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

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Darlene Packard , Board Clerk      01/26/2021