

MINUTES

**Central Arizona Fire and Medical Authority Board of Directors Regular Meeting
Thursday, December 16, 2021, 5:00 pm - 6:00 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; Matt Zurcher;
Owen Mills; Rick Anderson; 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 16, 2021 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. Members may attend in person or via remote methods of communication.

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Chair Zurcher called the meeting to order at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Zurcher led the Pledge of Allegiance.

3. NEW BUSINESS

- A. Discussion and Possible Action Regarding Election of Fire Board Chairperson and Board Clerk

Director Packard nominated Director Zurcher; Director Dobbs seconded.

There were no other nominations; motion passed unanimously.

Director Anderson nominated Director Packard; Director Dobbs seconded.

There were no other nominations; motion passed unanimously.

4. CORRESPONDENCE AND PRESENTATIONS

- A. Presentation, Discussion, and Acceptance of FY 2021 Audit Report as Presented by

Henry & Horne

Noemi Barter from Henry + Horne presented the Fiscal Year 2021 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.

Chief Tharp directed the Board to page 54: 'Joint Venture Revenue and Cost Allocation' and 'Public Safety Personnel Cost'. He explained the \$16.2 million figure as being primarily the PSPRS unfunded liability amount, which is in part why the Agency chose to utilize Certificates of Participation (COPs). The COP will be listed as increased debt in next year's report, but the PSPRS unfunded liability amount will be reduced.

Motion to accept the Fiscal Year 2021 audit report as presented by Henry + Horne.

Move: Rick Anderson Second: Dave Dobbs Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen Mills, Rick Anderson

B. Letters from the Public and Board Recognition

Chief Freitag had nothing more to add.

C. County and Town Current Events Summaries

Town of Prescott Valley Councilman Don Packard presented an update on the Town, including that they have had 93 total single-family housing permits and have seen an increase in mobile home permits. He reported that Rosa's Pizzeria and Desert Financial have opened in the Fry's shopping center, and that Church's Chicken and Crumbl Cookies will be coming soon. The Maverik on Glassford Hill has been remodeled, and the new location is almost ready to go. He announced that the Town will now be providing an online monthly report for all to view.

5. REPORTS

Reports are informational only. Any item articulated in the reports is subject to clarification, discussion, and direction by the Board; no action will be taken.

A. Board Member Reports

There were no Board member reports.

B. Division Reports

Chief Freitag reported that he received an email regarding the recent actuarial report from PSPRS. The employer contribution rate would have increased 5.44%, funding status went from 53.1 to 53.4%. If CAFMA had not gone with using Certificates of Participation (COPs), Staff would have been budgeting over \$6 million this year; total expenditures will be less than what Staff budgeted this year utilizing the COPs. He concluded by stating that utilizing the COPs will be better for taxpayers.

6. CALL TO THE PUBLIC

In accordance with A.R.S. §38-431.01(H) the Central Arizona Fire and Medical Authority Board has decided to allow public comments as time permits. Those wishing to address the Board regarding an issue within the jurisdiction of this public body may do so by completing a *Call to the Public* form and submitting it to Staff. Speakers are limited to three (3) minutes, but may submit written comments for Board records. Call to the Public shall not exceed 30 minutes per meeting. Board members shall not discuss or take legal action on matters raised during an open call to the public, but may ask Staff to review a matter or may ask that a matter be placed on a future agenda.

There were no public comments.

7. 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 18, 2021
- B. Approve General Fund Financial Statements
- C. Approve Fire Protection Agreements: Bednar, Malinowski, and Corder

Motion to approve the Consent Agenda.

Move: Darlene Packard Second: Dave Dobbs Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen Mills, Rick Anderson

8. VOTE TO GO INTO EXECUTIVE SESSION

Motion to go into Executive Session at 5:18 p.m.

Move: Rick Anderson Second: Dave Dobbs Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen Mills, Rick Anderson

- A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Marijuana Tax Payments
- B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(4) Regarding The Radio Guy LLC Sublease Agreement
- C. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding RFQ for Recruitment Services
- D. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding the Purchase of Two Used Rescue Units
- E. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Regarding Possible Partial Funding of Lobbying Efforts for Certificate of Necessity (CON) Reform Legislation Not to Exceed \$5,000.00

9. NEW BUSINESS, CONTINUED

- A. Discussion and Possible Action Regarding Marijuana Tax Payments

Reconvened into Open Session at 5:46 p.m.

Chair Zurcher directed Staff to continue efforts as discussed.

- B. Discussion and Possible Action Regarding the Radio Guy LLC Sublease Agreement

Chair Zurcher directed Staff to keep moving forward with the agreement and letters to the subtenants.

- C. Discussion and Possible Approval to Publish RFQ for Recruiting Firm to Perform an Executive Search for our Next Human Resources Manager

Chief Freitag announced that Human Resources Manager Patty Brookins will be retiring in May. Human Resources is vital to the organization, and he would like to utilize an executive firm to conduct the search. There are no funds attached to this decision.

Motion to allow Staff to distribute an RFQ.

Move: Rick Anderson Second: Dave Dobbs Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen Mills, Rick Anderson

- D. Discussion and Possible Action Regarding RFQ for Two New Rescue Units

Items D, E, and F were combined.

Chief Freitag advised the Board that Mesa Fire will need their units back in the next 3-6 months. Staff do not want to go back to being forced to transport patients in the backs of personal vehicles or engines. With nationwide chassis issues, we cannot build-to-order as it would be a year or two before it arrived; instead, the units must be purchased off the lot. He reported that Staff has been researching the used market, and is hoping to find two used, and two new units. Northwest Fire is willing to sell CAFMA the unit they loaned; however, finding another used unit has been difficult.

He requested that the Board approve an RFQ for up to three new units. The intent is to purchase two, but Staff may not be able to find another used unit. Staff cannot put out an RFQ for a used unit as those vehicles are moving too quickly. He would like direction to look up to \$100,000.00 for each unit. Once located, he will bring to the Board for approval of purchase.

He continued, stating that stretchers are priced two ways, manufacturer's price and retail price when purchased with an ambulance. Ambulance companies are getting great deals on stretchers. Staff would like to work with ambulance companies on purchasing stretchers.

He reiterated that the request is to change Item D from "two new Rescue units" to "up to three new Rescue units." The intent is to put the RFQ out on December 20 with a deadline of December 24, review on December 27, and then request a Special Meeting for December 28 for potential approval.

He addressed funding the units by explaining that several vehicles originally scheduled to be purchased this year have been unavailable due to shortages.

Chair Zurcher invited Battalion Chief Davis to speak about his experiences with Level Zero: No Ambulances Available.

Chief Davis reported that Saturday, December 11, 2021 there were four ambulances in the Quad Cities; however, two were on their way down to Phoenix on inter-facility transfers, leaving just two ambulances covering the region. One ambulance was BLS (capable of Basic Life Support) and one ALS (capable of Advanced Life Support). The two ambulances were out on calls. He provided a recent example of Level Zero that happened at the CAFMA Admin building. A female with chest pains had to be transported via CAFMA Rescue because at time of transport the ambulance was still in Williamson Valley. He stressed that this is a daily occurrence, and that the last week and a half has been far worse. He reported that Kingman is having similar issues with AMR; their ambulances are sent from Lake Havasu.

Chair Zurcher inquired as to how many ambulances are around on average. Chief Davis responded that there are six ambulances on a really good day. The most has been eight, but that was when an Arizona Department of Health Services (ADHS) representative was visiting Prescott Regional Communications Center (PRCC) to review Level Zero. AMR still went Level Zero with eight ambulances.

Chief Feddema added that Staff are also tracking how many times Rescues are being sent out versus how many times they transport. In November, CAFMA units went out 86 times, and transported 26 times.

Director Dobbs asked for clarification about the other equipment for the Rescues, outside of the stretchers. Chief Freitag responded that the rest of the equipment would come from the active units; off of the engine and the paramedic. If CAFMA were to receive a Certificate of Necessity (CON), then Staff would come back before the Board to discuss funding for equipment.

Director Anderson inquired as to whether or not CAFMA is receiving support from any of the Town leaders. Chief Freitag responded that Dewey-Humboldt and Chino Valley have shown their support. CAFMA has not received outright support from the Town of Prescott Valley, though he is hoping to sit down with the Mayor, Vice Mayor, and Town Manager. He reported that he has received support from Supervisors Mary Mallory and James Gregory and is on a future Board of Supervisor's agenda.

Director Anderson expressed his surprise that the Town of Prescott Valley has not shown support for CAFMA.

Chair Zurcher thanked Chief Davis for speaking and stated that it is important for the public to understand that the Rescue units have made a difference. Chief Freitag added that the entire system is impacted if there are not enough resources in the system.

Motion to approve going out with an RFQ for up to three new units.

Move: Rick Anderson Second: Dave Dobbs Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen Mills, Rick Anderson

- E. Discussion and Possible Authority and Instruction from the Board to Purchase Two Used Rescue Units

Items D, E, and F were combined. See Item D for discussion.

Motion to maintain direction to purchase used units up to \$100,000.00 each.

Move: Darlene Packard Second: Rick Anderson Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen Mills, Rick Anderson

- F. Discussion and Possible Action Regarding RFQ for Four Rescue Stretchers

Items D, E, and F were combined. See Item D for discussion.

There was no action on this item.

- G. Discussion and Possible Action Regarding Possible Partial Funding of Lobbying Efforts for Certificate of Necessity (CON) Reform Legislation Not to Exceed \$5,000.00

Chief Freitag stated that the reason the community is in the situation it is in today is due to outdated State statutes. CAFMA is working with the Arizona Fire Service to update the statutes, but it will take time and everyone working together. He is requesting that CAFMA be a participant with lobbying with other Fire Service agencies and organizations.

Motion to approve partial funding not to exceed \$5,000.00 for lobbying efforts for the Certificate of Necessity (CON) reform legislation.

Move: Rick Anderson Second: Dave Dobbs Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen Mills, Rick Anderson

- H. Discussion and Possible Approval to Purchase a Warehouse Delivery Box Truck Not to Exceed \$70,000.00

Chief Rose advised the Board that the current Warehouse delivery truck, a 1996 Dodge Diesel, was purchased to be a mechanic's truck and was later moved to the Warehouse. He then provided a presentation that included Warehouse delivery box truck quotes. Presentation is attached.

Motion to approve the purchase of a Warehouse delivery box truck not to exceed \$70,000.00.

Move: Dave Dobbs Second: Darlene Packard Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen Mills, Rick Anderson

- I. Discussion and Possible Approval of Budget Development Schedule

Chair Zurcher communicated that all Board members had heard the Budget Development Schedule presentation in the Central Yavapai and Chino Valley meetings, and so moved to the motion.

Motion to approve the Budget Development Schedule for Fiscal Year 2022/2023.

Move: Rick Anderson Second: Darlene Packard Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen Mills, Rick Anderson

10. ADJOURNMENT


Motion to adjourn at 6:13 p.m.

Move: Rick Anderson Second: Darlene Packard Status: Passed

Yes: Dave Dobbs, Darlene Packard, Matt Zurcher, Owen Mills, Rick Anderson

Signature indicating approval on next page.

**Signature Page For: 2021 12 16 CEA Regular Minutes - Approved - Central Arizona Fire and Medical
Authority Board of Directors - CA Regular Meeting - 1/24/2022**

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

Darlene Packard , Board Clerk 01/25/2022



2021 CAFMA Vehicle Purchases

New Vehicle Purchase

- ▶ Delivery Box Truck – Warehouse Division

Warehouse Delivery Box Truck

- ▶ Current delivery truck (508)
 - ▶ 1996 Dodge Cummins diesel
 - ▶ 160,000 miles
 - ▶ Originally a Mayer FD Brush Truck
 - ▶ Was purchased by CYFD in 2002 to covert to a mechanic truck
 - ▶ Was modified to serve as the warehouse delivery truck in 2012

Warehouse Delivery Box Truck

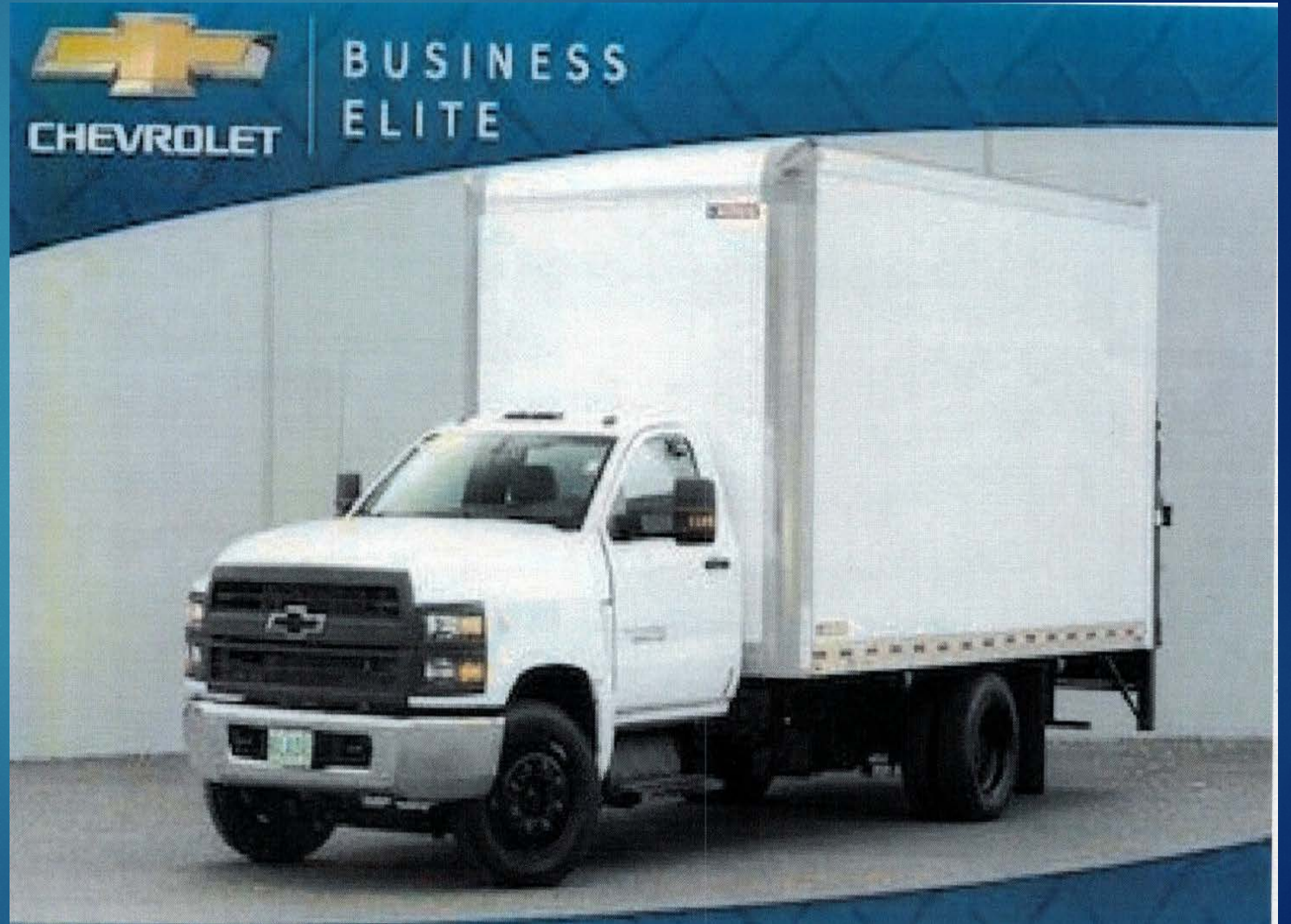


Warehouse Delivery Box Truck

2021 Chevy Silverado Medium
Duty

Regular Cab DRW 4x2

Cost \$83,982



Warehouse Delivery Box Truck



Warehouse Delivery Box Truck

- ▶ 2022 Isuzu NPR HD
 - ▶ 19,500 GVWR
 - ▶ 6.6 Liter V8
 - ▶ 16' box
 - ▶ Tuck away lift gate
- ▶ Vehicle Costs: \$69,740
 - ▶ Truck - \$66,740
 - ▶ Accessories - \$3,000
 - ▶ Striping, radio, rack system in box
- ▶ Budgeted Amount – 74,000