



REGULAR BOARD MEETING
Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Wednesday, October 18, 2017 / 4:30 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Board Present: Ty Montgomery – Chairman; Corrie Cooperman – Clerk; Tim Ernster, Abe Koniarsky, Dave Soto – Members

Others Present: Fire Chief Kris Kazian; Assistant Chief Jeff Piechura; Fire Marshal Jon Davis; HR Manager Betty Johnson; Finance Director Gabe Buldra; Executive Assistant Tricia Greer – Recorder; Attorney Bill Whittington

A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.

Board Chairman Ty Montgomery called the meeting to order at 4:30 PM and led the Pledge of Allegiance and Moment of Silence.

II. REGULAR BUSINESS MEETING

A. Public Forum:

- 1. Public Comments.**
- 2. Executive Staff Response to Public Comments.**

There were no requests from the public to address the Board.

B. Consent Agenda – Discussion/Possible Actions:

- 1. September 5, 2017 Special Board Meeting Minutes.**
- 2. September 5, 2017 Executive Session Minutes.**
- 3. September 20, 2017 Regular Board Meeting Minutes.**
- 4. Purchase Order #11114 in the amount of \$16,183.78 to Lexipol LLC for the Development and Maintenance of SFD policies.**

Board Clerk Corrie Cooperman asked to remove item #4, the purchase order for Lexipol, for further discussion, as a citizen asked her what it was about. ***Board Member Dave Soto moved to approve Items 1, 2, and 3 under Consent Agenda; Board Member Tim Ernster seconded and upon the vote, the motion unanimously passed.***

Item #4 was then discussed. Human Resources Manager Betty Johnson said research began months ago on the Lexipol on-line program, which helps better consolidate, index, and organize SFD policies. SFD does not currently have a good system for organizing its policies with different divisions maintaining operational and administrative procedures in separate files and offices. She believes we need one place for all SFD's policies and procedures; this system also reviews all policies by a legal team to keep up with changes in Federal and State laws and regulations. Mrs. Johnson said staff had provided the Board with a Board Agenda Communication, the purchase order, and background information about Lexipol.

Mrs. Cooperman said in reading the material, she noticed this is just the upfront cost for the first year of the agreement, and the amount is significantly reduced in subsequent years. Mrs. Johnson agreed and said the first year, Lexipol will be "hand holding" them through development of policies; after that, it becomes update and maintenance. The system provides easy access to policies for our employees and sends out daily/weekly bulletins and tests to make sure our employees understand the policies.

Mr. Soto asked if this system allows SFD to maintain hard copy libraries at stations; Mrs. Johnson said it is computerized, but we could print out policies for the stations, if desired. Chief Kazian said this software also archives older policies to look back at prior years. Assistant Chief Jeff Piechura said Lexipol came from California, and started, primarily, for law enforcement personnel. The creator discovered that police officers were not being kept up to date on policies and this system helped them reduce litigation and increased the “wins” for successful lawsuits about 80% through liability reduction. Lexipol went “live” in Arizona about a year and a half ago. It is very useful to manage systems and personnel and make sure everyone has current information. The system also tracks when employees review policies on-line.

Staff then presented a short video summarizing the Lexipol system. Mrs. Cooperman said she feels this will keep SFD in “best practice”. Mr. Soto asked if there is an opportunity for cost-sharing with other agencies; Chief Piechura replied, no, because the system is agency-specific. Mr. Soto also asked from where the expense would be coming in the budget; Chief Kazian said it is a budgeted, planned expense under Human Resources. Attorney Bill Whittington reviewed the agreement. ***Mrs. Cooperman then moved to approve Purchase Order #11114 in the amount of \$16,183.78, which includes taxes in the amount of \$1,336.28, to Lexipol LLC for the development and maintenance of SFD policies; Mr. Ernster seconded, and the motion was unanimously approved.*** Mr. Montgomery commented it sounds like a good risk management strategy tool.

C. Staff Items:

1. Financial Report and Updates – Finance Director Gabe Buldra.

a. Discussion/Possible Action: Review & Approval of September 2017 Finance Report.

Gabe Buldra said the Board received the September financial report; tax revenue was a little under projected for the month – we received \$774,000 and projected \$1.1 Million; he said the biggest reason for that was Yavapai County collections were off, which threw off the year-to-date tax projections. Personnel expenses were at \$1.2 Million and we are in-line with the majority of line items under personnel with the exception of Public Safety Personnel Retirement System because of the lawsuit pre-payments. Vehicles and Equipment are under budget at \$32,049, Utilities and Communications at \$11,153, Managerial expenses were at \$68,000, and Capital and Contingency at \$91,726. For the month, the total expenses were \$1,480,000, which was under budget by \$347,000.

Year to date total revenue is at just over \$1.5 million for the first quarter of the fiscal year. Personnel expenses are under budget at \$2.9 Million, again, predominantly related to that PSPRS payout; Vehicle and Equipment expenses are at \$131,000; Utilities at \$44,000; Managerial expenses are at \$310,000, and Capital/Contingency at \$300,000; the rest of expense line items are trending much closer in line with the budget. Year to date expenses as a percentage of budget shows we have expended 22% of our budget with 78% remaining.

Breakdown of expenses shows, as typical with fire service agencies, the majority in personnel at 79%, followed by capital/contingency at 8%. Operations and Managerial expenses are both at 6%. SFD’s cash position year over year ended the month at \$2.7 Million, which is \$500,000 more than we ended last year and that is very positive, especially considering the large payout of almost \$900,000 in PSPRS refunds. There were no questions on the September financials. ***Mr. Montgomery moved to approve the September Finance Report, as submitted; Mrs. Cooperman seconded, and the motion was unanimously approved.***

b. Update: FY 2017 SFD Annual Audit.

Mr. Buldra said the auditors are on site at Station 1 this week doing field work; preliminary feedback from them is there will be two adjustments – one is a GASBY adjustment related to Arizona State Retirement; and the other will be related to the Parker-Hall PSPRS payout; both the State Auditor, as well as GASBY, have determined we need to record that as an expense on financials for last fiscal year; Mr. Buldra and the auditors do not, necessarily, agree. Mr. Buldra said it would be well-footnoted that it is an extraordinary item and not reoccurring, as well as SFD would be getting credit coming back during next fiscal year. Other feedback from auditors is this is one of the best audits SFD has had; Pam Wester and the Finance staff have done a lot of work in making the audit successful.

Mr. Buldra said Walker and Armstrong anticipate presenting the findings of the audit at the December SFD Board meeting, which is earlier than normal.

2. **September 2017 Monthly Fire Chief Report – Chief Kris Kazian.**
 - a. **Incident Counts by Station.**
 - b. **Call Summary and Response Times Year to Date.**
 - c. **Rescue Incidents.**
 - d. **Community Risk Management Update.**
 - e. **SFD Training Report.**
 - f. **Donations to SFD.**
 - g. **Update of Grant Activity.**
 - h. **Update of Recent/Upcoming SFD Activities, Incidents, and Events.**
 - i. **Hispanic Community Outreach Night, 10/24/17.**
 - ii. **Fun & Safe Halloween in Uptown, 10/31/17.**
 - iii. **Bond Election, 11/7/17.**
 - iv. **Over the Edge Special Olympics Fundraiser, 12/9/17.**
 - v. **Cottonwood Public Safety Communications Center.**
 - vi. **Correspondence/Thank You Letters to SFD.**

Chief Kazian reported:

- SFD has the same number of year-to-date calls as last September.
- Interfacility calls are down, and he is attributing a lot of that to the Community Integrated Paramedicine (CIP) program and the work Division Chief Ed Mezulis and Fire Inspector/CIP Eric Walter are doing.
- We responded to several fires this month, which will be part of next month's report.
- Our response time is down.
- There have been close to 90 backcountry rescues year-to-date.
- An explanation sheet of types of calls is included in this month's report.
- Staff received rejections of about \$450,000 on Grants for which we applied for mobile radios and Type 3 brush engines. Staff will be "back at the drawing board" requesting more grants; we will receive grant guidance regarding what items will be considered priority next year. There are no other grant applications pending.
- Fire Prevention Week was last week with many educational opportunities for local children.
- Community Risk Management team members distributed and installed 48 smoke alarms and changed batteries in existing ones last Saturday, which made many community members safer.
- Fire Marshal Jon Davis announced former Firefighter Eric Walter is now working in CRM as a Fire Inspector/CIP Coordinator.
- Under Training, 6 SFD members attended Arizona State Fire School this year in firefighting classes. Firefighter David Yingling completed his Associate in Applied Science Degree in Emergency Response and Operations.
- SFD received several thank you notes last month, which were attached to the report.
- On October 24th, SFD is working with Sedona Police Department and Sedona Oak Creek School District on a Hispanic outreach night to present topics including fire safety, 9-1-1, and police matters in response to the culture being apprehensive about official access to services. Captain Rodrigo Sanchez will make the presentation in Spanish at the high school.
- SFD, as always, will participate in the Fun and Safe Halloween event in Uptown.
- Bond election will be finalized on November 7th; several pro/con presentations are upcoming; ballots have been mailed. Chief Kazian will receive an email from the county about 5 minutes before the results are posted on-line. He will forward to the Board as soon as possible. Information regarding the bond is available on our website (www.sedonafire.org) under the Public Information tab and under Board Minutes.
- Chief Kazian is participating in Over the Edge Special Olympics fundraising by rappelling off a 27-story building in Phoenix on December 9th.
- Assistant Chief Jeff Piechura gave an update of the Cottonwood Public Safety Communications Center; recently, he attended a meeting to discuss new Mobile Data Terminal deployment and Spillman, the CAD system program based on a Linux server. Spillman will no longer support Linux servers, so the City of Cottonwood must update, which is pushing back the MDT deployment; by the end of November, there should

be a working unit testing communications between people in the field and the Comm Center; CAD messaging should be operable by March or early April 2018. Mrs. Cooperman expressed concern about SFD's MDT units holding up in terms of technology; Chief Piechura replied they are in the cycle for replacement in the next couple of years, but currently, are useable and have a little longer life than computer protocol pieces.

3. Discussion/Possible Action: Approval of First Amendment to Option and Lease Agreement by and between Sedona Fire District and New Cingular Wireless PCS, LLC formerly as AT&T Wireless PCS, LLC.

Assistant Chief Piechura stated this is a renewal of a lease with AT&T/Cingular regarding the cellular tower at Station 4; AT&T is requesting an extension of the current agreement. AT&T has made improvements to the integrity of the tower, investing \$75,000 to augment the structure; this helps take the loads of new technology and support our network on the tower. Revenues from all SFD towers are about \$175,000 each year, which has been reinvested in our system. Chief Piechura said controlling the tower assures we have no interference or impediment to SFD's ability to communicate, and we have the ability to control the number of vendors on the towers; he pointed out most public safety agencies across the nation have their own towers which they lease out to vendors, although some lease. Chief Kazian reiterated how financially beneficial owning those towers is to the district. Chief Piechura stated if we did not, we would have to ask owners for permission to keep our equipment on the tower, and the owners could say "no", so owning the tower is a critical infrastructure piece.

Attorney Whittington reviewed the lease agreement and is fine with it. Mr. Buldra pointed out SFD has more revenue for cell tower leases than any of his other clients. Chief Kazian added that Telecom Manager Bob Motz and his team are integral in managing the towers; they understand nuances and how far out to be looking at leases; Mr. Motz maximizes tower control efficiently and effectively. *Mr. Ernster moved to approve the First Amendment to Option and Lease Agreement by and between SFD and New Cingular Wireless PCS, LLC, formerly known as AT&T Wireless PCS, LLC and a second was provided by Mr. Soto; the motion was unanimously approved.*

III. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Jon Davis stated he sent a Press Release yesterday regarding high fire danger; Coconino County increased its warning from moderate to high based on weather conditions. We are still experiencing warm temperatures, and no chance of rain in the forecast; these are reasons why he opted to go to high fire danger warning. This is a good time to talk about this danger in the wake of horrific fires in Santa Rosa, California; Fire Marshal Davis said Sedona is a community ripe for that type of disaster. SFD is working with the City of Sedona to re-write City Code language for landscaping and trees, which underscores the importance of Firewise principles and what citizens can do to protect their homes.

Fire Marshal Davis informed the Board SFD had 2 patients saved by CPR on Saturday in a 5 hour period. He said outside the hospital setting, less than a third of people get CPR, when needed, and less than 8% of those who get CPR, get spontaneous circulation return – both patients treated by SFD had that before arriving at the hospital.

He reminded everyone as our temperatures begin to drop, furnaces will be kicking on and that reminds us to have working carbon monoxide detectors in our homes. Mrs. Cooperman asked if they need to be replaced every 10 years, the same as smoke alarms; Fire Marshal Davis responded "most do" and said in his home, he has a dual unit with smoke alarm and carbon monoxide monitor; he asked all to test them monthly and replace them at least every 10 years, and to locate them according to manufacturers' instructions.

IV. ADJOURNMENT

The meeting was adjourned at 5:15 PM.

Corrie Cooperman, Clerk of the Board

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