



These Minutes were approved on 4/19/17.

# Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336  
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**REGULAR BOARD MEETING**  
**Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room**  
**Wednesday, March 15, 2017 / 4:00 PM**

**~MINUTES~**

**I. CALL TO ORDER/ROLL CALL**

**Board Present:** Corrie Cooperman – Clerk; Tim Ernster, Abe Koniarsky, Dave Soto – Members  
**Board Absent:** Ty Montgomery – Chairman  
**Others Present:** Fire Chief Kris Kazian; Assistant Chief Jeff Piechura; Division Chief Ed Mezulis; Fire Marshal Jon Davis; Finance Director Gabe Buldra (JVG); Human Resources Manager Betty Johnson; Tricia Greer, Recorder to Board; Bill Whittington, Attorney; 1 Citizen

**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 Clerk Corrie Cooperman is acting Chairman tonight due to Ty Montgomery's absence. Mrs. Cooperman called the meeting to order at 4:00 PM and deferred the Pledge of Allegiance until after Executive Session.

**II. EXECUTIVE SESSION**

**A. ARS §38-431.03(A)(3) Legal Advice – Re: Fire Chief's evaluation and general Human Resources evaluation process.**

**B. Reconvene into Public Session:**

**1. Discussion/Possible Action on above item.**

*Mrs. Cooperman moved to adjourn into Executive Session pursuant to ARS 38-431.03(A)(3) Legal Advice regarding the Fire Chief's evaluation and general Human Resources evaluation process; Board Member Abe Koniarsky seconded, and the motion unanimously passed.*

Mrs. Cooperman reconvened the public session at 4:30 PM and led the Pledge of Allegiance. Division Chief Ed Mezulis asked all to honor the memory of the 9 Firefighters and 10 Police Officers lost in the line of duty across our nation since the last Fire Board meeting.

Mrs. Cooperman said the Board had just completed an Executive Session for legal advice for the Fire Chief's evaluation, which is done once a year and is due on April 1<sup>st</sup>. Today's discussion is about the document the Board will use for the evaluation. She said Human Resources Manager Betty Johnson along with a Board Member created a draft evaluation form, as well as a self-evaluation form for the Chief. She then opened up the floor to general discussion about the drafts. Board Member Dave Soto said he feels it is important to reference the Chief's employment contract while we formulate the document. Mrs. Cooperman said in the past, the Board has used various forms for the Chief's evaluation. Mrs. Johnson explained she looked at the Strategic Plan, the Chief's job description, and Arbinger information, as well as on-line evaluations to find the proper format for the Fire Chief evaluation draft. Mrs. Cooperman commented she thought the draft was good and could be useful; Board Member Abe Koniarsky agreed. Mr. Ernster asked if the Board is expected to act on this tonight; Mrs. Cooperman said the Board needs to decide on the tool to be used, unless the Board wants more time; Mr. Ernster suggested in the future, there be a committee of 2 Board Members, HR, and legal counsel to draft a document to bring back to the Board for consideration a few months before the evaluation is due. He feels there is a pressure on the Board tonight to approve one or both of the documents and it does not give the Board enough time to discuss the appropriate tool; he further suggested once the form is created, it could be used annually.

A lengthy discussion ensued regarding the process by which the Board would decide on an evaluation tool and review of provisions in the Chief's contract – part of which was read aloud regarding the Chief's input into the process and the deadline of April 1<sup>st</sup> for the contract to be automatically extended (if not addressed in writing from the Board to the Chief by March 31<sup>st</sup>); the Board discussed creating a policy for the Fire Chief evaluation process with a timeline beginning each January 1<sup>st</sup> to be completed before April 1<sup>st</sup>, as well as creating a standard form. The Board also discussed using the adopted budget each year for the evaluation as it has built-in goals and priorities for the Chief, the Strategic Plan, Arbinger, job description, and the Chief's contract.

After quickly reviewing the draft evaluation forms, Chief Kazian suggested the self-evaluation tool questions mirror those in the Board's form. Mr. Koniarsky mentioned it could be valuable to wait until the district-wide Arbinger survey is completed before proceeding with the Chief's evaluation. Chief Piechura stated the Arbinger server is having technical challenges, but hopes to have it functioning in a week or two; the Arbinger survey tool is not meant to "target" individuals, but rather, asks how do members of the organization relate with one another and the public. The Arbinger survey is beneficial to see how the individual received and is utilizing the Arbinger method and will be done on an annual basis. Mrs. Cooperman said, then, we may not have the Arbinger report for a few weeks and we should proceed with the evaluation as created, or delay and wait for the Arbinger results.

Mr. Soto asked Chief Kazian if, because of circumstances beyond control, he would be willing to extend the timeline for the evaluation to have all necessary research done; to which, Chief Kazian replied it would not be a problem. Mr. Ernster wanted to understand more clearly how important the Arbinger piece is to the Chief's evaluation. Chief Piechura said the Arbinger tool is not a direct reflection of measuring the leader – it measures how the organization is performing in the leadership level, and commented Mr. Koniarsky's point is well taken – the survey will give a comparative score before and after Arbinger implementation and management training since then; it will be a moment of reflection of how the leadership of the organization is implementing Arbinger, as well as how others perceive it. Mrs. Cooperman commented she would be in favor of proceeding with the draft tool, and to clarify, she is completely in support of the Arbinger program.

***Mrs. Cooperman then moved to delay the Chief's evaluation until he has an opportunity to work with HR Manager Johnson to have input into the tools being used with the Board receiving the new documents and to have his evaluation next month. Mr. Ernster seconded and suggested Mr. Soto participate in the process; however, Attorney Whittington said if the Board directs that participation, all those meetings would have to be posted; however, the Chief could ask him to work with them. The Board then voted unanimously on the previous motion.*** The Chief will modify the draft forms presented to be used for this year's evaluation, as well as work on the appropriate forms for next year. Chief Kazian said he would work to complete his self-evaluation to get to the Board, so that his evaluation can be part of the Agenda at the April meeting. Mrs. Cooperman requested the Board receive the draft form by March 30<sup>th</sup>, so they could have a couple of weeks to work on it before performing his evaluation at the April Board meeting.

Mrs. Cooperman brought up that a 360 degree evaluation was, apparently, discussed in conjunction with the Chief's evaluation next year. She stated her concern is it seems to have gotten in process without the Board being involved and she stated she is not in favor of 360s in general, because she believes they cause more disruption than opportunities. Mrs. Johnson said there was a request from a Board Member to investigate vendors who perform 360 degree surveys regarding processes and costs; this was due to the urgency of the fiscal year budget currently being created, so that if the Board decided later on this year that is what they wanted to do, funds would be available. She said she only talked to several vendors about what they have to offer, which was sent to the Board. Mrs. Cooperman requested the Board, as a group, be included in any discussion of whether there will be a 360, and she does not believe it would be a huge cost to the Board's budget. Mrs. Johnson said she is not aware of any decision being made – it was just research to see what the market has available at this time and the range of costs, which were between \$5,000 to \$60,000 depending on scope. Mrs. Cooperman stated she would prefer the Board as a whole ask for that information, rather than just one Board Member.

Chief Piechura commented 360 evaluations done for private sector and professional organizations aligned with specific objectives and performance metrics engaging a holistic approach to doing business are great tools;

however, in the fire service, he has found it is nothing but “back scratching” and/or “sniping” and was not necessarily objective or productive. He further said in a few years, if the Arbinger way works for our organization, it might be a great tool, but we are still in Arbinger infancy as to what it really means to the organization. Mr. Ernster commented there are benefits to what he sees as being a 360 degree evaluation – not like the one done here last year where every employee was surveyed; he said a big part of the Fire Chief’s job is how he interacts with others outside the district – with his peers in the fire service, the Chamber of Commerce, City Manager, etc.; he said getting feedback from people in the community with which the Chief interacts would be of value because last year, that part was missed; he noted the Board was not even allowed to complete the 360 degree survey last year and were just given the results.

### **III. FISCAL YEAR 2017/2018 BUDGET WORKSHOP**

Finance Director Gabe Buldra distributed copies of the first draft version of the FY 2018 budget. His presentation includes the “knowns we have” based on factual data from the county assessor, historical data, district trends on revenues and expenses, and the budget requests submitted by district program managers. (*Note: The entire presentation of the draft budget is available on our website.*) He noted there are still “unknown” items which staff does not yet have, such as healthcare, Workers Comp, and commercial liability insurance costs.

Mr. Buldra referred to prior discussion regarding the large Board contingency used in the past and using budgeting techniques to reduce the contingency, so we no longer have a reliance on levying tax dollars for an unknown amount of expenses. He prefers going to a process where we have a small contingency, with the reserve fund balance to address unknowns that occur throughout the fiscal year. He is requesting Board direction regarding this philosophy. He, the Chiefs, and various program managers discussed the Strategic Plan and other budgeting priorities, as well as the Capital Plan; this draft budget is a reflection of the requests made by program managers, although there were a few items they cut out. Hopefully, we will have the unknown information by the April 19<sup>th</sup> meeting and ask for approval to publish for the statutory-required 20 days at the May 17<sup>th</sup> meeting; then, hold the public hearing and adoption at the Board meeting of June 21<sup>st</sup>.

Mr. Buldra then discussed FY 2017/18 revenues with the biggest factor being county revenues; this year, SFD received an Assessed Value (AV) from Coconino of \$136 Million, which equates to a 5.48% increase. He reminded the Board about Prop 117 which limits growth on existing property AV to 5%, but does not affect new property; from Yavapai County, we received \$420 Million in AV which is an increase of 5.4%. This increase will help SFD absorb the Public Safety Personnel Retirement System (PSPRS) costs. SFD is budgeting FDAT of \$323,000 (no change over prior year). On non-levy revenue, we have budgeted a 5% increase in telecommunication services to \$49,000; revenue for CPR/CRM was kept at \$29,000. Ambulance billing revenue was increased by 4.1% to \$1.8 Million predicated primarily on an increase in call volume, and Mr. Buldra believes SFD will receive a general rate increase by the beginning of this budget year. Communication rent is at \$189,000 – an increase of 3.67%. Wildland is another revenue item that was kept the same at \$55,000, as it is impossible to predict for budgeting purposes. Our miscellaneous revenues are, essentially, interest income, facilities usage, donations, and sale of surplus are budgeted at \$18,700.

Mr. Buldra then broke out the budgeted expenditures – under Personnel, a COLA of .3% is included; the PSPRS contribution rate increased to 34.85% plus starting next year, there is an option for Tier 2 members to go into a defined contribution plan, which will require SFD and employee contributions of 3% with a first-year catch-up provision of 4%. Staff feels comfortable with a 5% increase in healthcare insurance, although we do not have a hard number yet. Chief Kazian reminded the Board 5% increase in healthcare is good, as healthcare increases are usually at double-digit rates, but because SFD is in a trend neutralizer program, we only budgeted 5% with hopes it could be even lower. Mr. Buldra said Workers Comp is anticipated to be no increase over what is budgeted in the current fiscal year. Personnel positions added include a Fire Inspector/CHRM Provider, which Division Chief Ed Mezulis will explain in his CIP presentation later; also, because of a retirement, a fleet mechanic position was lost which will not be replaced in this budget.

Operational expenses include Training and related expenses which are increasing over current year due to Arbinger; there is a patient care reporting training that Ambulance Billing recommended to improve patient care

documentation for timely billing and accurate reporting. Also included is an additional Paramedic class of an ALS refresher and Swiftwater training. Under Professional Services, the contract Finance Director and possibility of bond-related expenses are included, as well as an increase in dispatch expenses due to a projected renewal rate increase. Repair and Maintenance increases are due to outsourcing fleet maintenance, but we will no longer have the salary obligations as one position is being eliminated. On Materials and Supplies, CRM requested an increase due to additional staffing. Swiftwater equipment is needed; EMS supplies increased due to command and costs. Fleet costs are increasing due to changes in the tire purchasing program.

Continuing through Operational expenses, Mr. Buldra moved to the Capital budget; the organization has developed a long-term Capital Improvement Plan, on which projections are based; staff evaluated that plan to determine changes to be made to prioritize the district's operational needs. Staff removed the replacement of an engine for \$650,000, a fleet maintenance vehicle of \$50,000, and EPCR and RMS upgrades of \$225,000 – thus, eliminating \$890,000 from the capital plan this year, although other items were added, but there is a net savings. Items added include technology to improve station alerting of about \$350,000, microwave replacement of \$60,000, the required update for Telestaff of \$40,000, CAD server for \$125,000, server storage back-up of \$40,000, Record Management upgrade of \$50,000, a COM analyzer tool for \$27,000, and a CRM office update of \$20,000 for a total add-in of capital of \$712,000. There is an ongoing discussion of how to fund capital expenses going forward, and by the April meeting, staff will have a clear plan to present to the Board on recommendations on capital funding going forward; he asked everyone to note this is going on the assumption there will be no bond and the district operating under its own levy proposal.

Mr. Buldra then said as the budget is currently drafted, the total increase is 8.61%. He said the PSPRS changes, which were outside of SFD's control, accounted for 3.778% of that total increase. Our normal cost of doing business increased 4.83%, which is well within the realm of normal operating expenditure increases. The PSPRS increase caught the entire State off-guard and is a necessary expense. This budget is projected to fund the Board contingency at \$400,000; however, if we move to a \$100,000 contingency, that would result in a 6.7% increase in the budget with the PSPRS number remaining at 3.778%. To date this fiscal year, we have spent about \$130,000 from that contingency, but there would be a change in philosophy that the organization develop a budget predicated upon what we know, believe, and feel are the needs for the next year. There will always be unknowns that occur, but that is where we evaluate our capital funding, as well as our reserve fund, then have the ability to draw on district fund balance versus levying dollars; Administration would still come to the Board and ask for formal action to spend the funds – the same as today to use Board contingency. Mrs. Cooperman asked if there were any mandates regarding what Boards can keep in contingency; Mr. Buldra replied, "no", it is the discretion of each Board, although the Government Finance Office has recommendations. Mr. Buldra said it would require a change in policy and to have money in the bank for emergency or district-benefit reasons and from a compliance standpoint, the organization is within its purview to expend those funds even if they are not budgeted, if it is justifiable and explainable.

Mrs. Cooperman commented that although a .3% COLA is very small, her memory is benefit negotiations would be addressed only every 2 years and she thought there would be no increase until the following year. Chief Kazian said the COLA was exempted from that discussion because it has always been a Board decision; it was discussed that the COLA would be addressed outside of the 2-year MOU agreement; Chief Kazian said at this time, we have included it just as a placeholder to have that conversation with the Board next month; he added the stance is the labor groups do not negotiate for COLA; Mr. Buldra said the cost for the .3% COLA would be \$32,000. Mr. Soto asked from what account apparatus repair for traffic accidents, such as "fender benders", would be allocated; Chief Kazian said there is maintenance and repair in the Fleet budget to take care of those; if there was significant damage to an engine, our insurance would cover that with a deductible of \$1,000; in the past, we have had an engine that needed to be replaced in an ambulance that came out of contingency.

Mr. Buldra referred to page 2 of the budget which shows the \$400,000 contingency and expenses discussed would bring the tax levy revenue to \$13.9 Million, which equates to \$2.58 mil rate; and shows projections out to where SFD would hit the maximum tax levy of \$3.25. Chief Kazian said knowing the cap of \$3.25 is a concern we are paying attention to in trending out the 10-year forecast; this is part of the way a bond could help alleviate that; he

said, today, staff had a discussion about capital funding mechanism best practice working with JVG professionals. Regardless of the bond, Chief Kazian said SFD has opportunities to improve what we have been doing in budgeting and want to best practice our process. Mr. Buldra said regarding the bonding process, SFD will be evaluated by a third party to get a bond rating, and that rating will be based upon our financial strength and ability to plan, adapt, and address financial issues. Mr. Soto asked if moving from \$400,000 contingency to \$100,000 would put us in better standing for the rating; Mr. Buldra said he is not speaking specifically to that, but rather in addressing the capital fund and overall fund balance.

Mr. Buldra referred back to previous discussion with the Board about the fund balance, and, historically, the budget process was based upon the continuing need for carryover reserves to fund the next year's budget; this budget year, we have significant PSPRS impact and trying to absorb that in addition to other costs is too much for one budget year; so, we are phasing down that carryover to fund from reserves every year; in doing that, we can use our carryover to fund our capital and boost the fund balance rather than be reliant on the previous year's performance to fund the next year's budget. Chief Kazian said although we are getting good projections from the counties to expect positive AV next year and if so, that will help boost our projections; however, these are "hopes" and if the numbers come in different than expected, they could dramatically change the 10-year forecast; he reminded the Board there is a 2-year delay in AV impact, which gives us the opportunity to monitor and adjust numbers accordingly. He is concerned about the significant increase of PSPRS which is hitting everyone's budgets, but pointed out it is lower than it would have been with pension reform in Prop 124; this is not an increase in the firefighters' pensions, but rather to address the unfunded liability, and there could be another correction/increase in the next few years.

Chief Kazian cautioned the unknowns in the budget, such as healthcare and other insurances, could be higher than our projections and be an increase in the budget. Mr. Ernster said he likes the \$100,000 contingency idea and sounds as if there are ways to still manage the budget for unintended surprises, and it would help the budget in terms of percentage of increases. Chief Kazian said staff may have the Workers Comp figure the day before the April Board meeting and healthcare is being finalized with our trend neutralizer program. Mrs. Cooperman said she agrees with Mr. Ernster about the mechanism to get the budget down, and if the numbers come in better than expected for health services, she would be more inclined to set contingency at \$150,000.

Chief Piechura said it is important to note we are focusing on best practice financial management, and the result is we have accounted for a \$300,000 opportunity for other use or setting it aside; this is important for the community to know so that confidence increases and the Board's ability to drive policy and manage finances align with best practice approach. Chief Kazian said in about FY 2013, accountants found in our audit the \$2 million Board contingency was not acceptable by accounting practices. Mr. Ernster added another positive is bringing down carryover and reserves to offset taxes. Mr. Buldra thanked the Board for its direction and encouraged them to reach out to him or the Chief for explanations or justifications; he said we will have a clear plan for capital funding mechanism at the April Budget Workshop. Chief Kazian asked the Board to go through the proposed budget and highlight any areas for questions to ask at the next Budget Workshop.

#### **IV. REGULAR BUSINESS MEETING**

##### **A. Recognition Presentation – Fire Chief Kris Kazian's 5-Year SFD Anniversary.**

Mrs. Cooperman opened the Regular Business meeting and stated Fire Chief Kazian has been with SFD for 5 years. Chief Kazian thanked Mrs. Cooperman and said it is an interesting job and an interesting place to work, and the community is engaged and has high expectations; he is honored to serve in this capacity. Then said: *"The highlight of being the Fire Chief here at Sedona Fire is I get to work with great people and that is the most exciting part of my job. As I go to sleep at night, I get to know that when anyone calls 9-1-1, they are going to get the best, most amazing service from the Firefighters and Paramedics that are working that shift. They are truly, truly the best of the best and to be honored to walk alongside those folks – to work with those people – is truly amazing".* He continued: *"The budgets we look at and the things we do for our employees deserve every minute of those because they work extremely hard for the people of this community. I also have to say equally important is the Administrative staff – they are the backbone that makes sure all those folks get to go out, but I'm not going to pit one against the other. They are truly amazing, caring folks that get to work on this Administrative staff..."*

*and to see their care and excitement and passion and compassion for what they do is pretty impressive. And then, the management team that I get to work with on a daily basis – true leaders, true visionary folks, true good stewards of what we’re trying to do as our public service, and so, as a Fire Chief, it makes my job easy to have such great people working alongside me, working with me, and that I get to work for... The labor group – I don’t want to leave them out by any means – IAFF 3690 and the ASEA group – we work together to find sustainable solutions for our community and for our problems that we are dealing with, but all in the interest of providing good service to our community. I know I’m not easy to work for... I have pretty high standards and I hold people accountable to them as best I can. I work hard to communicate well... I work daily to create a sustainable, transparent, honest service for our community... and for our employees together. It is my honor to be here for 5 years... I’m honored to be here and thank you for having the faith in me, thank you to the team for letting me be here, and to all who we get to serve.*

Mrs. Cooperman then presented him, on behalf of the Board, with a 5-year pin and stated her appreciation for his leadership and the way he has interacted positively with the community.

**B. Consent Agenda – Discussion/Possible Actions:**

- 1. February 15, 2017 Regular Board Meeting Minutes.**
- 2. Resolution #2017-01, Disposal of Surplus Property - Ambulance.**
- 3. Resolution #2017-02, Disposal of Surplus Property – Dispatch Consoles.**
- 4. Purchase Order #10699 in the amount of \$104,075.06 to Merit Technology Partners and Purchase Order #10700 in the amount of \$28,052.62 to Tessco Technologies, Inc. for microwave connectivity.**
- 5. Purchase Order #10701 in the amount of \$36,716.29 to Simoco Americas and Purchase Order #10702 in the amount of \$15,124.37 to Codan Radio Communications for simulcast components.**

Mrs. Cooperman requested Consent Agenda items 4 and 5 be addressed separately; she stated in May of last year, the Board approved putting purchase orders of less than \$50,000 on the Consent Agenda. *She then moved to approve Items 1, 2, and 3 on the Consent Agenda, as presented; Board Member Tim Ernster seconded, and the motion was unanimously approved.* Mrs. Cooperman asked Assistant Chief Jeff Piechura to address Item #4; Chief Piechura said this is a purchase request for telecommunications equipment for updating the microwave system; it is budgeted and for replacement of equipment integral to the backbone of our system; he said a request for bids went out and Telecommunications Manager Bob Motz did a great job getting the prices down to within the budget. *Mr. Ernster then moved to approve Purchase Order #10699 in the amount of \$104,075.06 to Merit Technology and Purchase Order #10700 in amount of \$28,052.62 to Tessco Technologies; Mrs. Cooperman seconded and the motion was unanimously approved.*

Moving to Item #5, Assistant Chief Piechura said this purchase is for a budgeted technology program to create better coverage of the frequency for EMS and fire responses and aligns with current digital technology and FCC requirements; it also allows simulcast, which reduces human error; this was sent out to bid and to solicit prices; these purchase orders are best price. *Board Member Dave Soto moved to approve Purchase Order #10701 in the amount of \$36,716.29 to Simoco Americas and Purchase Order #10702 in the amount of \$15,124.37 to Codan Radio Communications; Mrs. Cooperman seconded and the motion unanimously passed.* Mr. Soto asked if Yavapai College would receive the ambulance designated as surplus property; Chief Piechura said, initially, there was discussion of this happening, but now, the ambulance will be sold and Yavapai College would have the opportunity to purchase, if desired. The ambulance and dispatch consoles approved as surplus will be listed for sale on an on-line government auction site.

**C. Public Forum:**

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

No one requested to address the Board.

**D. Business:**

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

**a. Discussion/Possible Action: Review and Approval of February 2017 Finance Report.**

Finance Director Gabe Buldra presented the February 2017 Finance Report; the presentation with all figures can be accessed on our website. *Board Member Dave Soto moved to approve the February 2017 Finance Report, as presented; a second was provided by Mr. Ernster and the motion was unanimously approved.*

**2. Monthly Staff Report – Fire 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. District Participation in Sedona St. Patrick’s Day Parade on March 11, 2017.**

**ii. Cottonwood Public Safety Communications Center.**

**iii. Workers Compensation Pool.**

**iv. Firefighter Testing Status Update.**

**v. Artifact from the 9/11 Shanksville Memorial Site.**

**i. Correspondence/Thank You Letters to SFD.**

The February Fire Chief report can be viewed on our website under “Governing Board Minutes”. Chief Kazian reported:

- SFD responded to 315 calls in February.
- No new grants to report.
- 1 donation was received.
- He asked Fire Marshal Jon Davis to explain the new charts included. Fire Marshal Johnson said we are looking at more proactive inspections (doing life and fire safety inspections at businesses) and, ideally, we would like to be at 50 to 60%, but are well under that at 7%, which is one of the new charts. He said, ideally, it would be a goal to have a schedule to make sure businesses are all inspected at least every 5 years; he is tracking his personnel’s time (1 Fire Inspector and 1 Administrative Assistant) but, ultimately, it will depend on getting more personnel doing inspections including the engine companies, although they are busy with other duties; he said this need is addressed in the budget under Community Risk Management (CRM). Chief Kazian added we are trying to budget another Fire Inspector, as CRM is not operating optimally; it is an area that always gets cut first and we need to re-prioritize that group. He said he would prefer to be in low risk occupancies every 3 years, rather than 5. Additionally, Fire Marshal Johnson said this week, we started the mobile inspection program. Chief Piechura said when an engine company performs an occupancy inspection, it creates document and work for CRM to follow-up; a comprehensive plan is in its infancy; we are working with policy to produce an approach to get back in the community in a more engaging and proactive way.
- Training last month included National Fire Academy classes and other very good training.
- Thank you cards are included in the report.
- SFD participated in the St. Patrick’s Day parade.
- The Communications Center is moving along well; Cottonwood Police is drafting an MOU for SFD and Cottonwood to get the MDT project coordinated and have it to legal for review in the next month and present the agreement to the Board in April or May. There will be an increase in communication dispatch charges of about 5% in the revised IGA, although we have not yet received the exact number.
- The Workers Comp Pool is coming along well, and we will get a quote soon.
- HR Manager Betty Johnson reported we had 22 candidates for last month’s Firefighter testing and the top 3 were offered positions to fill places left vacant through attrition; the Fire Academy is starting May 1<sup>st</sup>. She also reported the 60<sup>th</sup> Anniversary Picnic will be held on May 20<sup>th</sup> at Rancho Los Lagos; formal invitations will soon be sent. Chief Kazian added that the Sedona Historical Society will present an exhibit in April and May regarding SFD’s 60<sup>th</sup> anniversary at its museum on Jordan Road.

- The Rotary Club Chili Cook-off will be on May 6<sup>th</sup>, and as Chief Kazian will be out of town, the Administrative staff has stepped up to work the booth that day. Please attend and vote for the SFD chili.
- The US National Park Service has gifted SFD a limestone rock from the site of the Flight 93 crash at the 9/11 Memorial in Shanksville, Pennsylvania; a part-time resident of our community who lives near the site and is a docent at that museum arranged this gift; the rock will soon be on display at Station 6.

**E. Items from Staff:**

**1. Presentation: Arbinger Leadership Training Update (Battalion Chief Jayson Coil).**

Mrs. Cooperman had a family commitment that prevented him from attending tonight’s meeting; she asked that this item be tabled and brought back to the next appropriate meeting.

**2. Presentation: Community Integrated Paramedicine Program (Division Chief Ed Mezulis).**

Division Chief Ed Mezulis said, collectively, over the past few years in EMS, we have tried to “get the train back on track” and update our equipment, fill-in training gaps, and enhance our services; he said DHS will soon be at SFD to inspect an ambulance we are putting back in service, and we will then have a power-load cot system on all first-out ambulances; the system reduces the potential for injuries. He reported we have begun to integrate more in regional conferences and recently, sent 5 personnel to a pediatric EMS conference, and enhancing our cardiac arrest care. Chief Mezulis said we will soon have an intern from NAU working with Captain Josh Wells to build a comprehensive school, business, and community CPR program. With the hard work of Captain Wells and Engineer Maxwell, we have trained more than 3,000 people in hands-only CPR, and 1,200 in CPR, AED, and First Aid.

Chief Mezulis reported our Community Integrated Paramedicine (CIP) program is no longer a pilot program. He said in 2016, we had 31 referrals to our program, which is a manageable number for one person part-time; this was without advertising or outreach to homecare, hospice, and hospitals. And so far in 2017, we have 17 referrals, which means at this pace, we will be up to 75 patients. Unfortunately, the grants we pursued were not awarded to us, but we have maintained a regional approach to CIP working with our medical director. With the help of light-duty EMS personnel, Chief Mezulis has been conducting home visits with patients. He met with staff at NAH and reviewed statewide and national protocols for CIP; he believes they have developed sound protocols. They are also working with orthopedic doctors to assist with joint replacement patients; Sedona, specifically, is an area where we can have a positive impact because many return-to-hospital patients were due to complications from joint surgeries. He then addressed how SFD would handle the increase in patient volume; we are increasing partnerships with NAH, which has purchased Healthy Care mobile version software to work with our existing hardware without additional costs to SFD to improve patient care reporting system; in the future, this will allow us to be more integrated with NAH’s systems and codes to have some billable home health components to patient care become eligible for reimbursement. Mrs. Cooperman asked if we would need to operate under a license to bill for those services; Chief Mezulis said, yes, and it could be a Nurse Practitioner or MD.

Chief Mezulis said the Verde Valley Foundation, previously exclusively associated with NAH and VVMC, restructured their mission statement to look at different mechanisms to fund regional CIP programs. He reported changes to legislation for a treat and refer model, which means Paramedics can refer patients to whom they respond on emergency calls to urgent care, behavior health specialist, or primary care; legislation requires a comprehensive tracking and follow-up mechanism for those treat and refer patients, which would be a great fit for a community paramedic. Also, AHCCCS pays about \$203 per referral for treat and refer patients, which could be another reimbursement mechanism. With improvement in technology, availability of software, community outreach, and increase in patients, SFD could get upwards of 40 patients a month.

Chief Mezulis then referred to the proposed request in the budget to fill a Community Health Risk Management position, which will be a shared position with CRM and for CIP; as fire prevention efforts have reduced the amounts of fire and death due to injuries, we hope the CIP program can reduce the amount of post-hospital deaths with a proactive approach in CIP. In talking with the Fire Marshal and acknowledging both areas’ needs to enhance services, sharing a position made sense. Chief Kazian said SFD has a unique opportunity in our relationship with the hospital, as most pilot programs are not embedded with a hospital, which makes our partnership more likely for success – data management is very critical and NAH funding that software as part of their total system upgrade

saved SFD thousands of dollars. Chief Mezulis agreed that partnering with the hospital is a very big deal and many agencies are interested in modeling our system. Chief Kazian said Verde Valley Ambulance is a great partner and does a lot of hard work in this program for the region; he said this program is the right thing to do for quality of life for our citizens and is an added value service for us; we will continue to work out the details for future funding; last month, a gentleman addressed the Board about the great benefits he had received from the CIP program.

Mrs. Cooperman said this program is exciting and looks to be sustainable; she also said there could be benefit in working with CRM; she was a home health nurse in Marin County, California, and it is a great way to support people's health. Mr. Soto asked if it would be possible to track home visits as listing them as part of our response numbers; Chief Mezulis responded, yes, and it is done in other areas of the country; we are working towards having it sent out via dispatch; additionally, we are working with SFD medics on a referral system for patients to the CIP program when they respond to emergency calls in homes, as appropriate. He said some systems have a nurse in dispatch to do triage and they send out a Community Paramedic that would not be assigned to another call during that time.

### **3. Update: Citizens' Advisory Committee.**

Chief Kazian said Mr. Ernster was unable to attend the first meeting, so citizen David Watters acted as Chairman; the first meeting was an overview of SFD history – where we were and where we have come. He said that committee meeting video is available on our YouTube page through [www.sedonafire.org](http://www.sedonafire.org), as well as the Minutes and very informative PowerPoint program – under “Public Info”, then “Board Meetings”, then choose “Minutes”, “Agenda”, or Video”. He encouraged the public to attend the committee meetings or keep up with the videos. We have very engaged citizens on the committee; the next meeting will have Tax Assessors from Coconino and Yavapai Counties to explain the tax assessment process, and on March 27<sup>th</sup>, the committee will go on a tour of all the station facilities. We have about seven committee meeting outlines planned, with the possibility of additional meetings for any other topics that may arise.

Chief Kazian is working to schedule speaking engagements at service clubs in the community to provide information and education to create confidence in why we are in this process and in the due diligence phase and that the bond has not yet been decided. Mr. Ernster said he and Chief Kazian made a presentation at the “Boys Club” meeting which is a group of very fiscally conservative people who had tough questions and requests for information; he believes Chief Kazian did a good job of clarifying some issues. Mr. Soto said people who have approached him feel we already have a decision for the bond, which is what this committee is researching. Chief Kazian said bonding is just one funding area being studied as part of long-range fiscal responsibility. The final decision of whether or not to go to bond will be a decision of this Board. He informed the Board that we worked with an architect firm to evaluate the needs of our stations and also have a structural engineer coming to look; the committee and Board will be provided with a comprehensive report, and we may work with a construction company to get cost estimates.

### **4. Discussion/Update: Approval of 2012 Fire Code.**

Fire Marshal Jon Davis said this is an informational sharing with the Board about updating our Fire Code from the current 2003 version to the 2012 International Fire Code, which was adopted by the State of Arizona about a year ago. As part of that adoption, we will update our fee schedule for charges for plan reviews and other additional services. Overall, the fees will be about a 25% increase as these fees were created in 2005 and have not had any increases since, and neighboring agencies' fees are 200% to 400% higher; this is not as a revenue generator, but just keeping up with costs of our time for performing plan reviews and the inspections that go along with them. Mr. Ernster asked why we are adopting the 2012 Code instead of the 2017 Fire Code; Fire Marshal Davis said the latest version is 2015, and that was just released in 2016; he said the State adopted the 2012 version and, essentially, that is what everyone in the State of Arizona is using or moving towards. Chief Kazian said we could adopt the 2015 Code and exceed the State, but enforcement in State buildings, such as schools in our district, would still be in 2012 version; we may want to move to the 2015 Code in a few years, but there is a benefit in waiting to find out which provisions of the code may not work well. He said the amendments we are keeping relate to residential fire sprinklers; Fire Marshal Davis said in the 2003 Code there were approximately 40 pages of SFD amendments and we have pared those down to around 15 pages. Mr. Soto asked what the fees were based off; Fire Marshal Davis

responded fees were based off the hourly rate of doing the plan reviews and follow-up inspections, as well as some new fees being proposed to address services for which we are currently not being paid. Next month, staff will present a Board Resolution adopting the 2012 Fire Code with amendments and the finalized fee structure; there will be a Public Hearing as part of that meeting. Chief Kazian said if the Board had questions, to contact Fire Marshal Davis.

**5. Presentation: 2016 Sedona Fire District Annual Report.**

Chief Kazian said he is honored to present the SFD 2016 Annual Report; he thanked Executive Assistant Tricia Greer for creating this beautiful and interesting report and noted “SFD – Our Community’s Helping Hands” is the theme; it provides very detailed, comprehensive information about what our organization does. Ms. Greer said the report shows the amazing amount of services we provide to the community and especially noted SFD responded to 73 backcountry rescues in 2016. The report is available on our website under “Public Info” / “Annual Report”, our FaceBook page, and will be provided at service club meetings where we give presentations. Hard copies are available at Station 1 and can be distributed to other public locations and to community leaders.

**F. Items from Board Members:**

**1. Update: Shared Services Committee – Dave Soto.**

Mr. Soto said there have been no new formal meetings of the committee. Chief Kazian said the Chiefs are still discussing matters and everyone wants to look at this in a more holistic fashion. Next month, we will agendaize this item to be removed as a standing monthly item, as there are no longer regular committee meetings being held on shared services.

**G. FIRE MARSHAL’S SAFETY MESSAGE**

Fire Marshal Davis said April is wildfire safety awareness month, and reminded everyone as warm weather arrives, to be proactive in wildfire safety – follow safe burning practices and get burn permits; also post your address at the end of your driveway where it is visible and legible for emergency responders; make sure emergency vehicles can get down your lane by removing overgrown trees and brush. He asked everyone to talk to your children and grandchildren about fire safety – that fire is a tool, not a toy; additionally, plan several escape routes from your home by foot and vehicle; to rake and remove dead leaves, rubbish, and tree limbs from around your home; move stacked fire wood away from the house. And, lastly, but very important – if you are asked to evacuate your home, do so promptly. Evacuation is not a step taken lightly – a lot of thought has gone into it, and once an evacuation notice goes out, leave quickly.

**H. ADJOURNMENT**

The meeting adjourned at 8:00 PM.

*Original signed by Corrie Cooperman*

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Corrie Cooperman, Clerk of the Board