



Note: These Minutes were approved by the Board on 4/20/16.

Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
Telephone (928) 282-6800 FAX (928) 282-6857

REGULAR BOARD MEETING

**Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Wednesday, March 23, 2016 / 3:00 PM**

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

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

Staff Present: Kris Kazian – Fire Chief; Jeff Piechura – Assistant Chief; Scott Schwisow – Division Chief; Ed Mezulis – Division Chief; Gary Johnson – Fire Marshal; Sandi Schmidt – Finance Manager; Tricia Greer – Recorder to Fire Board

Others Present: Attorney Bill Whittington; 1 Citizen; Wife and Friends of Chief Piechura

Board Chairman Ty Montgomery called the meeting to order at 3:00 PM; *he then moved to go into Executive Session pursuant to ARS §38-431.03(A)(3) for legal advice and ARS 38-431.03(A)(4) for instructions to attorney RFP/RFQ for third party consultant(s) for leadership and team-building; Witt employment matter and investigation; and RFP for construction bids for SFD 9/11 Memorial; and ARS38-431.03(A)(3) legal advice and ARS 38-431.03(A)(5) for discussion/consultation with designated representatives regarding Meet & Confer with employee organizations; and ARS §38-431.03(A)(3) legal advice and ARS §38-431.03(A)(1) personnel matters on the Fire Chief's annual evaluation process and Fire Chief's contract renewal; Mr. Ernster seconded and the motion was unanimously approved.*

II. EXECUTIVE SESSION

A. Vote to go into Executive Session pursuant to:

1. **ARS §38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(4) Instructions to Attorney Regarding the following items:**
 - a. **RFP/RFQ for Third Party Consultant(s) of Analysis for Leadership and Team-Building.**
 - b. **Witt Employment Matter and Investigation.**
 - c. **RFP for Construction Bids for SFD 9/11 Memorial.**
2. **ARS §38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(5) Discussion/Consultation with Designated Representatives Regarding Meet & Confer with Employee Organizations.**
3. **ARS §38-431.03(A)(3) Legal Advice; and ARS §38-431.03(A)(1) Personnel Matters on the Fire Chief's Annual Evaluation Process; and Fire Chief's Contract Renewal.**

B. Reconvene into Public Session – Discussion/Possible Action on above items.

Mr. Montgomery re-opened the Public Session at 5:00 PM and led the Pledge of Allegiance; Division Chief Scott Schwisow asked all to honor the 4 Firefighters and 13 Police Officers killed in the line of duty across the nation in the last month, as well as to remember those lost in this week's terrorist attacks in Belgium.

Mr. Montgomery then moved up Item #IV.B. to officially welcome new Assistant Chief of Operations Jeff Piechura, who is the former Fire Chief of Stockton, California and former Fire Chief of Northwest Fire District in Tucson from 1988 to 2012. Chief Piechura has a passion for doing the right things right and demanding excellence in emergency service provision; he has a Bachelors in Fire Science Management and Masters of Science and Technology in Fire Administration from Arizona State University. He was inducted into the Arizona Fire Service Hall of Fame in 2015, past President of Arizona Fire Chiefs Association, past Chairman of the Arizona Fire Chief Fire Service Institute, 2005 Fire Chief of the Year, Vice-President of the Board of Directors for the Center for Public Safety Excellence, University of California-Davis Fire Leadership Curriculum Committee, and also a member of the NFPA 1901 apparatus standards committee from 1994 until 2015. Chief Kazian said we

are honored to have Chief Piechura as Assistant Chief. He is the father of daughters – Stacey, Shelley, Erica, Samantha, and son, Tyler, who is serving in the Army; he has 3 grandchildren. Chief Piechura and wife, Donna, live in the Village. Chief Kazian administered the Oath of Office and Mrs. Piechura pinned his badge.

Mr. Montgomery referenced back to the Executive Session items, as follows:

- **RFQ for 3rd Party Consultants for Leadership and Teambuilding:** SFD received 3 proposals from Mountain States Employers Council (MSECO), Arbinger, and Real Change. Mr. Montgomery stated all were very qualified; SFD has worked with MSEC previously. Mrs. Cooperman commented MSEC's was the most complex and detailed proposal, and addressed 5 areas of district function; however, she wonders if all 5 areas need to be addressed because of the costs. Mr. Montgomery said we do not need to take action today as these are not bids, but rather, qualifications; after review, the Board needs to decide on funding. Mr. Soto was drawn to Arbinger because of fire service experience. Mr. Montgomery said Chief Piechura will be analyzing the proposals and checking references. Mr. Ernster said it is important to know the experiences of other organizations with the proposers; based on cost estimates, it appears Arbinger would be more expensive. Mr. Montgomery agreed, and MSEC had sections that could be pulled out "ala carte" style. Mr. Ernster said MSEC's proposal could have had more participation for employees versus management. Mrs. Cooperman agreed and said there were only 2 sections where employees were addressed and wondered if Captains would be included as part of the management team as a link to employees. Mr. Montgomery agreed MSEC focused more on the top of the organization and the Board wants this "top to bottom". Assistant Chief Piechura will review the proposals, as directed by Chairman Montgomery, and hearing the Board's concerns, will report back next month with pros and cons of each proposal, as well as a recommendation. Mr. Montgomery asked Chief Piechura to speak to each Board Member regarding their feelings, as this is a Board-sponsored project. Mr. Montgomery asked the Board budget amount; Chief Kazian said there could be budgeted funds in HR for this as well; the Board has \$34,000 in its budget. Chief Piechura will find out the Board's preferences and priorities, do reference checks, and work on the pricing structure to bring to next month's Board meeting.
- **Witt Employment/Investigation Matter:** Mr. Montgomery said the Board received the completed investigation and invited Chief Kazian to respond in writing, if he desires; no other action was taken.
- **RFP for Construction of the 9/11 Memorial:** Mr. Soto reported the 9/11 committee received the bid contract and architect plans and is ready to release it to contractors. Bids will enable us to know a final price of the project; the Committee is ready for staff to finalize RFP verbiage and send out for bid and to include surety and performance bonds to protect the district. Mr. Montgomery said the surety and performance bonds are indicated by our fiduciary responsibility, especially as it is donated money. *Mr. Soto moved to approve the 9/11 Memorial Request for Proposals for consideration by qualified builders and to include the performance and surety bonds; and authorize the Fire Chief and Assistant Chief to execute the necessary bid documents for issuance; Mrs. Cooperman seconded, and the motion was unanimously approved.*
- **Meet and Confer:** Mrs. Cooperman stated the Board wants to have the budget input for this item.
- **Fire Chief's Contract Renewal:** Mr. Montgomery stated the Board continues to be pleased with Chief Kazian and *moved to extend his current contract for a three year term; Mr. Ernster seconded, and the motion unanimously passed.*

III. BUDGET WORKSHOP: FISCAL YEAR 2016/2017

A. Fiscal Year 2016/2017 SFD Budget; presentation of budget binders to Board.

Chief Kazian said staff included all necessary budget items, as well as justifications for them. On Revenues, built-in escalators relating to costs – such as pension, healthcare, and Workers Comp are included, although we still do not have firm numbers. Assessed Value (AV) went up 3.97%, and when factored, brings a mil rate of \$2.472 and levy of \$12,630,660. Fire District Assistance Tax is estimated at \$323,033, which could be higher. \$1.8 million in ambulance billing revenue is estimated with a decrease in Medicare and AHCCCS; he would rather estimate low with more carryover at the end of the year. The \$34,000 addition is for the ambulance billing contract with Mayer Fire. Under Other Revenues, we budgeted non-district wildland at \$55,000 – last year, we collected more and the year before, less – depending on the number of fires. He said we used an estimated 2% escalator for AV two-year projections. For the two years projected revenue, there is a \$500,000 increase between FY 2016 to FY 2018.

Under Expenditures, Chief Kazian said several line items were moved to other areas to be more effective with a

net-net effect on the budget. The Board budget increased due to the election in November with fees of \$50,000; the Board legal fees were reduced from \$60,000 to \$50,000.

Chief Kazian said it is important to emphasize how Prop 117's constriction affects the budget and increases the mil rate. He said staff works hard to budget only what is needed to operate, and the budget includes additional maintenance costs to upkeep neglected facilities. There is a 5% increase in expenditure for dispatch costs, as discussed when we joined the Regional Center. The budget also includes placeholders for Meet and Confer items, as worst case scenarios, and with Board direction, staff will do more work in these matters. Healthcare was estimated at a 15% increase, but staff is hoping for less. Chief Kazian said Workers Comp was held the same as last year, but could decrease. The staffing proposal to add 1 Firefighter per shift is included in this budget, for constant staffing at 4 ambulances and 5 engines in district at all times. He said we are negotiating in good faith with employees in addressing concerns they brought forward and the representation they provide to labor groups. Staff will need final answers from the Board in April for publishing in May. Mrs. Cooperman said she has been aware that increased staffing is needed at Station 6 to improve overall safety of our citizens, and it would be helpful to know that cost. Chief Kazian replied the first year is \$270,000 and from there, it goes up at 5%; we estimated those numbers with the 3 Firefighters at the family healthcare coverage, as worst case costs.

Mr. Soto asked if we could offset costs by elimination of something in the budget or capital improvements; Chief Kazian replied "not without a cause and effect relationship". He said it is not cost effective to pay overtime to fill these positions, capital projects are needed, and pushing those off causes future problems. Currently, we have 4 Rovers – 24 people on duty with a minimum of 20; we get down to 21 frequently, and move personnel from Station 6 to cover; Chief Kazian said we may need to address how Rovers are moved. Chief Schwisow said our staffing committee wanted to address Rovers, but could not figure an effective way as it is hard to predict when personnel would be off. Chief Kazian said the Board would have time to go over line items, and next month, staff will answer questions and, hopefully, have a better handle on healthcare costs and Meet and Confer issues.

Mrs. Schoen indicated her concern with the \$16 Million budget, and although totally in favor of increasing staffing for community safety, she urged staff to look at it carefully; she commented we transferred our dispatch in hopes of additional funding, and now, with a \$16 Million proposed budget, what would it be if we had not; Chief Kazian said we were close to \$650,000 in dispatch costs, and now at \$250,000 and with a 5% increase; we would also have had \$250,000 in the capital budget for new dispatch consoles in this upcoming fiscal year; the budget would have been closer to \$17 million, if we had not transitioned dispatch. Mr. Montgomery said, historically, this Board has been supportive of our personnel, but agrees with Mrs. Schoen this is a big number and capital items may need to be pushed out; the Board needs a chance to review the Budget books. Chief Kazian said we could look at lease purchasing a fire engine to help lower costs over the next 3 or 4 years, but it would increase the costs over the following 3 or 4 years; he also pointed out the cash price for an engine saves \$37,000.

Mr. Ernster asked about a fire district wage study; Chief Kazian replied that is the Bullhead City study, which has more participants this year for better information; as soon as it is available, he will forward to the Board, but probably not in time for the budget. Mr. Montgomery asked if there were different staffing models discussed for interfacility transports. Chief Kazian said interfacility transports take in about \$680,000 of projected revenue; consensus is we need the revenue; the staffing model under consideration for Station 6 would mean interfacility transports could be divided by three stations. He said they considered staffing ambulances with EMS-only personnel on a 40 hour per week schedule, but with its inherent turnover, our call volume, ability to back-up other areas, and service impact to the whole district, he is not sure it would afford more value and does not believe the district is ready. Division Chief Mezulis said there are external variables impacting service and we will have meetings with Northern Arizona Healthcare to discuss solutions for interfacility transports.

Chief Kazian said with attrition in upcoming years and external factors changing, if the current model does not work, there would be opportunities to "right the ship"; but for now, the model we use is the best. Chief Schwisow said we need to remember that traffic in this community is bad and getting worse; it affects our ability to respond and move apparatus around the district; this staffing plan to help with interfacility transports is a part of the solution and to respond appropriately. Chief Kazian said we are looking forward to using Chief Piechura's expertise in data for staffing and responses. A Special Budget Meeting could be scheduled if the Board so desires.

IV. REGULAR BUSINESS MEETING

- 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.**
- B. Oath of Office Ceremony for Assistant Chief Jeff Piechura.**

The above two items were addressed earlier in the meeting.

- C. Consent Agenda – Discussion/Possible Action:**
 - 1. February 17, 2016 Regular Board Meeting Minutes**
 - 2. February 17, 2016 Executive Session Minutes**

Mr. Montgomery moved to approve Consent Agenda; Mr. Soto seconded and the motion passed unanimously.

- D. Public Forum:**
 - 1. Public Comments.**
 - 2. Executive Staff Response to Public Comments.**

No one requested to speak.

- E. Business:**
 - 1. Discussion/Possible Action: Review and Approval of:**
 - a. February 2016 Financial Report.**

Mrs. Schmidt noted \$73,000 more in wildland revenues came in; Chief Kazian said legislation is on-going for prompt pay by the State because it owes \$9 million to agencies for wildland billing, so for SFD to have only \$18,000 deficit after almost \$800,000 was due is a testament to our perseverance in wildland billing, as well as our wildland personnel making sure they enter data correctly for reports and records. *Mr. Montgomery moved to approve the February financial report; Ms. Schoen seconded, 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. SFD Website Re-development Update.**
 - ii. Cottonwood Public Safety Communications Center Update.**
 - iii. SFD Firewise Clean Up on May 20 – 22, 2016 at Station 4.**
 - iv. Update of Testing/Hiring Processes for Fire Inspector.**
 - v. Update of Promotional Testing for Captain.**
 - vi. Annual Chili Cook Off.**
 - vii. ISO Status –A Quick Overview.**
 - viii. Draft 2015 SFD Annual Report**
 - i. Correspondence/Thank You Letters to SFD.**

Chief Kazian reported the following:

- Responses are fewer than last month, but still busy and it was a shorter month. There was 1 backcountry rescue, and a kitchen fire on Little Elf involving a recalled dishwasher; there was also a grease fire at a local business. In a 90 minute period on February 22nd, we responded to a string of brush fires in Oak Creek Canyon and Highway 179 and are working with law enforcement to determine causes.
- Two Grants added this month – Arizona Community Foundation for 9/11 Memorial and a Governor's Highway Safety grant.
- Community Risk Management is still short a Fire Inspector; testing for the position will be held on 4/4 and 4/5/16; Fire Marshal Gary Johnson has a light-duty Firefighter helping with inspections.

- SFD's ISO classification improved to a "3" anywhere within 5 miles of a staffed station; this may not have an impact on homeowners insurance, but could for businesses. Only one other rural fire district has a 3 rating; Chief Kazian commended the good work done by our personnel, water companies, building inspectors, etc.
- Website re-development is still underway.
- SFD and Cottonwood Telecommunications personnel checked our dispatch system and found issues to be fixed; Assistant Chief Piechura will be taking over dispatch from retiring-Division Chief Schwisow.
- The Annual FireWise Clean-up will be held at Station 4 on May 20th to 22nd by Firefighter Paul Chabot and his crew to collect brush and vegetation from district residents to help make our community safer.
- Captain's promotional testing concluded this afternoon for 9 qualified internal candidates to establish a promotional list; there were close to 30 people helping with the testing yesterday. Chief Piechura said there were many great comments from internal and external folks about the process.
- The Rotary Club Annual Chili Cook-off will be at Tlaquepaque from 11 AM to 4 PM on May 7th, and Chief Kazian is challenging Chief Terry Keller of Montezuma-Rimrock and Camp Verde.
- The 2015 SFD Annual Report is almost completed and will be ready for next month's meeting.
- We received several thank you notes from February, which are included with the Board packets.

F. Items from Staff:

1. Discussion/Possible Action: Resolution #2016-01 for Membership in Arizona State Retirement System; Agreement between Arizona State Retirement System and Sedona Fire District.

Chief Kazian provided a Board Communication on this matter, which has been discussed and addressed in the past; he asked if there were questions and stated Mr. Whittington reviewed the Agreement, which is standard language with the State. *Mrs. Cooperman then moved to approve the Agreement between Arizona State Retirement System and Sedona Fire District with a start date of June 18, 2016 and to approve the related Fire Board Resolution #2016-01; Mrs. Schoen seconded and the motion was unanimously approved.*

2. Discussion/Possible Action: IGA between Arizona State Forestry and Sedona Fire District.

Chief Kazian said this is an Intergovernmental Agreement with the State that Mr. Whittington has worked on with statewide agencies; all are currently in agreement. Mr. Whittington stated the draft in the packets contains the latest changes; he called the Attorney General on Monday to follow up on the signature original, which is undergoing formatting; he recommended approval of the IGA and to authorize the Chief to execute the final version; *Mr. Montgomery so moved; Mrs. Cooperman seconded, and the motion was unanimously approved.*

3. Discussion/Possible Action: Arizona Public Service – Easement for Power Line at Station 1.

Chief Schwisow said APS contacted SFD to request an underground power line easement at Station 1; APS provided a drawing of the location. He said it is an 8' easement and nothing could be built over it. Mr. Whittington asked if it would include an easement access for service; Mr. Schwisow will ask APS. Mrs. Cooperman noted set back requirements are 10'. She felt there should be verbiage to give SFD the right to move the easement if we expanded our property line. Chief Kazian said as a good neighbor working with APS, currently, we see no issue for near or long term plans; however, we could entertain language to state that APS would have to pay for future relocation of easement. Mr. Montgomery said it is worth trying to get the language. Chief Schwisow said he would talk to APS about a more formal proposal with revocability; staff will come back to the Board and legal for approval. *Mr. Montgomery moved to resume discussion with APS and agree to the easement as long as there is a revocable clause; Mr. Soto seconded and the motion unanimously passed.*

4. Discussion/Possible Action: Purchase Order #9962 in the amount of \$33,255.52 to Merit Technology Partners for Microwave Link from Station 4 to Station 6.

Chief Schwisow said this is for a microwave link from Station 4 to 6, and replaces a temporary connection at the airport, which does not give us enough connectivity but will continue to provide emergency backup; the original plan was to build the microwave connection between Station 4 and 6; we are finally ready to move forward, as the tower at Station 4 was made sturdier. This is a budgeted item on State contract for equipment; Merit Technologies is installing the link. *Mrs. Schoen moved to approve PO #9962 for \$33,255.52 to Merit Technology for microwave link from Station 4 to Station 6; Mrs. Cooperman seconded and it unanimously passed.*

G. Item from Board Member Tim Ernster:

1. Update of Shared Services Committee.

Mr. Ernster had nothing to report. Chief Kazian stated local Chiefs met recently to discuss shared services concepts; he said Chief Piechura is working on ideas for this. Verde Valley and Clarkdale Fire Districts have entered negotiations to consolidate their districts; Clarkdale's Board would be dissolved and Verde Valley would govern both agencies; the Board of Supervisors approved it, but public meetings are needed; if unanimous on both sides, they will start on July 1st. The next committee meeting will be April 14th at 9:30 AM in Cottonwood.

H. Item from Board Member Dave Soto:

1. **Update of 9/11 Memorial Committee and Upcoming Fundraising Events:**
 - a. **April 10th – PJ's Village Pub All-Day Event.**
 - b. **April 17th – Sound Bites Grill Gala Event.**
 - c. **May 14th or May 28th – Pancake Breakfast at Station 6.**
 - d. **June (Date TBA) – Wine Tasting at Vino di Sedona.**
2. **Discussion/Possible Action: RFP for Construction of 9/11 Memorial including Bond and Performance Assurance; Construction Timeline; Funding of the Project.**

Mr. Soto reported the following on the 9/11 Memorial Committee:

- The girder was in the St. Patrick's Day Parade to let residents know about the project. The Main Street organization thought it was an emotional contribution to the Parade and gave SFD a participation award; Mrs. Cooperman accepted on behalf of the district and thanked Mr. Soto for his work on the parade. Mr. Soto then thanked SFD personnel – Chiefs Kazian, Schwisow, and Mezulis, Fire Marshal Johnson, Mechanics Gutierrez and Sheehan, Executive Assistant Greer, and GIS Technician Schuerman – who contributed to the effort.
- April 10th is the next fundraising event, which will be at PJ's Pub in the Village of Oak Creek; the pub created a themed menu at \$9.11 for meals; the trailer with the girder will be present.
- April 17th is the gala dinner fundraiser at Sound Bites with a silent auction; tables for six people are \$911. The committee is contacting galleries, hotels, golf courses, and other businesses for silent auction items.
- Next will be a pancake breakfast at Station 6 for May 14th or 28th with a static display of fire engines or cars; after Board discussion, it was decided the 28th being Memorial Day weekend might be hard to get volunteers; the event will be on May 14th. Chief Kazian said Verde Valley Fire recently held a pancake breakfast and had appropriate cooking equipment; Mr. Soto will contact VVFD Fire Chief Nazih Hazime about this.
- The last planned event is a wine tasting at Vino di Sedona in the middle of June. Mr. Soto will work with Vino on marketing and advertising.

9/11 Committee Chair Scott Jablow thanked staff for its work on the trailer, as well as admin, billing, and other district employees helping with the 9/11 project. He thanked City staff for loaning the backhoe to load the girder. Mr. Jablow said Mr. Soto is a great asset to the Committee; the next meeting is tomorrow at 9:00 AM at Station 6.

I. Item from Board Chairman Ty Montgomery:

1. Monthly Update: Fees for Legal Services Provided to SFD.

Mr. Whittington's legal invoice for last month was \$2,630; the account is under budget and may be partially used to pay for the Leadership RFQ.

V. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Johnson said this week, there was an unintentional activation of Mariposa's kitchen suppression system, which worked very well; most fires are in the home and many times, it is because people leave food cooking on the stove unattended. He asked everyone to be proactive in monitoring cooking food and also, reminded them to make sure their dishwashers are not on a recall list, as one caused a fire in Sedona last month.

VI. ADJOURNMENT

The meeting adjourned at 7:00 PM.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

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