



*Note: These Minutes were approved by the Board on 5/18/16.*

# Sedona Fire District

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## REGULAR BOARD MEETING AND BUDGET WORKSHOP Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room Wednesday, April 20, 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 and Ed Mezulis – Division Chiefs; Gary Johnson – Fire Marshal; Sandi Schmidt – Finance Manager; Tricia Greer – Recorder to Fire Board; Jayson Coil and Dave Cochrane – Battalion Chiefs; Jeremy Lilly – Firefighter

**Others Present:** Attorney Bill Whittington; 1 Citizen; Gabe Buldra and Ben Archer-Clowes of the James Vincent Group; Ron Eland – *Red Rock News*

Board Chairman Ty Montgomery called the meeting to order at 3:00 PM; *he then moved to go into Executive Session pursuant to 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) for legal advice and ARS 38-431.03(A)(4) for instructions to attorney regarding Witt employment/investigation matter and the Butler EEOC matter; Board Clerk Corrie Cooperman 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)(5) Discussion/Consultation with Designated Representatives Regarding Meet & Confer with Employee Organizations.
2. ARS §38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(4) Instructions to Attorney Regarding the following items:
  - a. Witt Employment and Investigation Matter.
  - b. Butler EEOC Matter.

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

Mr. Montgomery reconvened Public Session at 4:20 PM and led the Pledge of Allegiance and Moment of Silence; Division Chief Scott Schwisow honored the 5 Firefighters and 6 Police Officers lost in the line of duty in the nation since the last Fire Board meeting. Mr. Montgomery then discussed the following Executive Session items:

- Item 1 – There is no action to take at this time.
- Item 2.a. – *Mr. Montgomery moved to proceed as directed in Executive Session and the Board to approve the Memo to file as submitted by legal; Mrs. Cooperman seconded and the motion unanimously passed.*
- Item 2.b. – *Mr. Montgomery said on the recommendation of the insurance company and legal counsel, he moved to approve the Butler Conciliation Agreement, as submitted in Executive Session; Mr. Ernster seconded and the motion was unanimously approved.*

### III. BUDGET WORKSHOP: FISCAL YEAR 2016/2017

#### 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. Proposed Fiscal Year 2016/2017

Please see the detailed SFD April Budget Workshop presentation posted under Board Meeting/Board Minutes on [www.sedonafire.org](http://www.sedonafire.org). Chief Kazian said there was a question at the last meeting about hiring new firefighters

versus using overtime to fill gaps in coverage at Station 6; he then introduced Gabe Buldra and Ben Archer-Clowes from the James Vincent Group who researched and will discuss their analysis and findings on those options (the report is posted on our website); Mr. Buldra said Chief Kazian asked for a more cost-effective approach; they looked at initial, as well as ongoing, costs of bringing on new firefighters, and minimum staffing on apparatus; they determined 66 operational employees are needed for constant staffing at 22 per day – three engines with minimum of 3 employees; four ambulances with a minimum of 2; two, 2-man engines; and the Battalion Chief. They determined SFD has an employee off for vacation, sick, etc. 14% of the time. Based on that, in order to maintain constant staffing without using overtime, there is a need for 10 rovers – 66 employees to maintain constant staffing plus 10 rovers to cover the 14% of annual leave time. Mr. Buldra said they calculated to maintain constant staffing of 76 with the actual number of Operational Full-Time Employees of 72, SFD would need to hire 4 Firefighters to cover 11,680 hours, although it may not make sense to hire 4 individuals because 1 of the 3 shifts would be overstaffed, still requiring additional overtime. Mr. Buldra presented 4 hiring options:

- **Option 1: Increase overtime usage to cover all hours using overtime.** At the current overtime usage of 5%, the current staffing can only cover 10,512 hours of the required 11,680 hours. If the overtime usage is increased from 5% to 6%, then the full 11,680 hours can be covered by overtime. The cost of this scenario of using overtime exclusively to cover the 11,680 hours would be \$392,448.
- **Option 2 – Maintain the current overtime usage and supplement with additional staff.** If maintaining the current level of overtime usage (5%) and staffing, there are 10,512 overtime hours available. This leaves 1,168 hours that cannot be covered by overtime and therefore requires 1 additional personnel to cover the remaining hours. The cost of this option is  $\$353,203 + 109,225 = \$462,428$ .
- **Option 3 – Hire new staff.** Hire 4 new personnel to cover the 11,680 hours. The cost of this option is \$375,482 which includes \$23,600 of one-time costs which will dissipate for year 2.
- **Option 4 – Combination of hiring new staff and overtime.** Hire 3 new personnel to cover 8,760 hours and use overtime for the additional 2,920 hours. Cost of this is \$379,723 including \$17,700 of one-time costs.

Mr. Buldra said Option 4 is the most feasible for SFD from a fiscal perspective, which reduces the available amount of overtime for current staffing. Chief Kazian commented there are concerns about working two overtime days every shift, meaning two personnel are working overtime every day and to maintain that is concerning for management – it lessens the teamwork, ability to cover wildland assignments, creates safety issues, and morale problems; he said staff is in favor of Option 4 to hire 3 new firefighters using overtime to cover the 1 position. Currently, SFD has budgeted for a six-month implementation starting in January to split the cost of the \$379,723 and then, next year's budget would have the full associated roll-up costs. Additionally, there is the opportunity for some potential savings with hiring new Firefighters into Tier 3 of PSPRS under new rules proposed for legislation effective in 2017, saving roughly 10% off pension costs.

Chief Kazian then stated the budget philosophy is about efficiency, effectiveness, and sustainability with the current proposed budget at \$15,746,718. He pointed out a chart illustrating SFD's budget in FY 2009 was \$16 million and showed the levy amounts through the years; this chart shows the "bridge" he has talked about in previous budget workshops to smooth out budget increases and trying to get to about 4% annual increase, but we had to make up ground for those years the budget was decreased and when capital improvement projects and facility maintenance were deferred. The mil rate in FY 2009 was \$1.65 and levy was \$13 million; ironically, in FY 2017, our mil rate is proposed at \$2.42 and levy (what homeowners are taxed) is \$12.2 million, less than 2009.

Chief Kazian then presented a slide representing a median valued home in the district with taxes paid of \$831 in 2009 and \$825 in 2016. That accounts for homes being valued differently and with the mil rate going up and down over the years. He showed a slide of 7 houses in SFD trending over the years including a more expensive home; he said for the high end home, owners paid \$1,761 in taxes 8 years ago and would now pay about \$1,400, considerably less in property tax to the fire district. He pointed out all the houses in the illustration except one went down in taxes, which he cannot explain because that determination is made by the county assessor.

Chief Kazian showed the Capital Plan and noted a Type 1 engine is needed and an apparatus committee is working on that. He said we could consider switching some capital purchases to different years, although it would increase the cost of the Type 1 engine, as they, typically, increase in costs each year.

He said we have a very strong vested interest in hiring and maintaining outstanding employees for service delivery to the district; the community has an expectation of excellence from SFD personnel. It is a critical element to our success; avoiding turnover costs is a goal. We are focused on being practical, sustainable, effective, and efficient, as words we live by every day.

In FY 2014, we budgeted \$583,000 for SFD's portion of dispatching costs, with the costs lowering the next year because of agencies leaving the SFD Center; in FY 2016, SFD's cost was \$629,000 with a total budget of \$665,000 including vacation and sick leave buy-outs and incentive for the employees terminating employment and funds to migrate to Cottonwood Public Safety Communications. In FY 2017, \$274,000 will be spent in Cottonwood for dispatching without including any capital items in this analysis; however, he pointed out we have reduced capital needs relating to the SFD dispatch center.

Chief Kazian showed some of the savings realized over the last few years including a realignment of leave benefits – maintaining outstanding employee benefits while adjusting to industry standards. In realigning holiday pay in FY 2013, SFD went from \$258,000 aggregate and year to date now, it is at \$88,000. Prior to 1/1/2013, SFD had 31 administrative/support personnel including dispatch and an accrual rate of 5.23 hours for sick leave, which was adjusted down to 4.62 hours and a corresponding decrease in operational sick leave accrual; the difference is 4,516 fewer hours accrued and will be less without dispatch. The vacation leave adjustment through labor/management means for those hired after 1/1/2013, a lower accrual rate with current employees “frozen” at their vacation step until they move into the new step. In FY 2016, we will realize about \$90,000 less in vacation accrual for end of employment payout. By adjusting the accrual rates and payout process to a tiered/vested system from January 2013 to January 2015, we realized an aggregate amount saved of \$351,298 in end-leave liability.

In healthcare, we transitioned into a strictly high-deductible HSA and HRA program because in April 2014, costs were predicted to grow to \$1.9 million by 2018; working with labor, the program changed with an understanding of our fiscal responsibility to a program proposed to be at \$1.6 million by 2018; however, because of additional programs in which our employees participate including a “Trend Neutralizer” – up to 10% incentive reduction at insurance renewal, we dramatically reduced the trajectory of anticipated healthcare costs (see the chart on-line). Due to labor/management collaboration, we are close to \$750,000 savings over the last 5 years in healthcare.

Chief Kazian said, too frequently, we find ourselves with no crews or apparatus left in the district after a series of simultaneous calls. Our call volume continues to increase, the demographics of our community, geographical challenges we face, complexities of calls, and the length of calls with hospitals not being in our community – all these factors affect our ability to provide service and how we need to staff our district. Staff's proposal is to add 3 more Firefighters – 1 per shift – and cover other hours with overtime to begin January 1, 2017, unless the Board decides otherwise. He said the budget proposed for the January start date would be \$15,746,718; if we wait to hire until October, it would be \$15,818,718; and if we begin the new hires in July, the budget would be \$15,896,718. If Prop 124 passes, and we wait until Tier 3 pension begins in July 2017, there may be additional savings.

Mrs. Cooperman said if we are reaching zero ability to handle another call more frequently, it seems getting that 4<sup>th</sup> ambulance in action is a matter of safety; Chief Kazian responded we have been operating this way for about 2 years and safety concern is not as much an applicable qualifier, but having the 4<sup>th</sup> ambulance provides better, safer service. Battalion Chief Jayson Coil said we call in our mutual aid partners to help respond when we are short-staffed or lacking apparatus, and we respond to them, when needed. Chief Kazian said we could implement hiring in July to improve service delivery, if the Board so desired, but that would mean an increase to the mil rate of about \$0.035, moving SFD to \$2.46.

Board and staff discussed pros and cons of delaying apparatus purchases to meet budget shortfalls; Chief Kazian reminded them the apparatus budget would then increase in FY 2018 as the vehicle cost goes up. Assistant Chief Jeff Piechura stated the \$625,000 vehicle is a structure engine, similar to the one at Station 1 and would be

assigned to Station 3 in the Village of Oak Creek. Option 2 (see budget slides) is the \$500,000 vehicle similar to what is used at the space-limited Station 5 in the Canyon. Option 3 is a Type 3 engine for wildland firefighting to be modified in the new design to handle more structure gear and that would fit into Station 5, as well, allowing the current Station 5 engine to come down to Station 4 in Uptown. He said staff's preference would be either Option 1 or 2, as Option 3 is a farther "fall back" and Chief Kazian said Option 3 would be about \$350,000 investment, but the timing is not as good. Chief Kazian said staff would like Board direction on this to finalize the budget.

Included in the proposed budget is an additional person for Telecommunications in October, which has been short-staffed for years. It includes moving our Administrative Clerk at the Station 1 front desk from part-time to full-time in January 2017. He said Prop 124 would save millions of future dollars for SFD and billions statewide.

Chief Kazian showed how the burden has shifted to residential taxpayers because of legislation changes improving commercial taxes, and now, the legislature changed vacant land from 16% to 15%. He said residential taxes will go up even if we do not increase the mil rate because of those statewide formulas.

Mr. Soto asked if there has been any consideration about partnering with the City of Sedona to fill the open Human Resources Manager position to save money; Chief Kazian said we have considered this in the past, but not explored at great depth; he is not sure it is a feasible option as they are busy keeping up with City staff, and asked Mr. Ernster for his insight during tenure as City Manager. Mr. Ernster responded the City looked into this 2 or 3 years ago and decided it would not work at that time, but is certainly something for future consideration. Chief Kazian added we rely heavily on HR daily. Mr. Montgomery added that we tried outsourcing HR, which failed.

Chief Kazian said the Board will be asked to vote to approve the budget for publishing in May, and needs Board direction to complete the budget. Mrs. Cooperman clarified that the proposed budget also includes salary adjustments; Chief Kazian said, "correct", and it includes all the Meet and Confer items discussed with the Board. Mr. Ernster asked Chief Kazian what is the "bottom line" of the actual impact to the budget of proposed increases. Chief Kazian said Finance Manager Schmidt would provide that amount. He said the salary information includes all roll-up expenses for benefits, etc., not just wages. He stated hiring 3 Firefighters would not reduce overtime costs, as we would increase our minimum staffing to 22. Mrs. Cooperman said she would like the 3 Firefighters hired in July, but for budgetary reasons, believes October seems more doable. Mrs. Schoen commented that staff has worked hard on the Trend Neutralizer program and are constantly working to save money, but we must still look at the safety factor and hiring in October looks like a good compromise; Chief Kazian said Prop 124 would not be effective until July 2017, so we may not want to wait.

Chief Kazian asked for Board direction on the engine capital purchase. Mr. Soto said he likes potentially "flip-flopping" one Type 1 engine into next fiscal year for a Type 3 and hiring the 3 Firefighters in July to be ready for brush season; however, he could compromise with Mrs. Schoen and Mrs. Cooperman to hire in October. Chief Kazian said they would both be Type 1 engines. Mr. Montgomery asked how much the engine "flip-flop" would be; Chief Kazian responded, \$125,000.

Mr. Montgomery asked about the Memorandum of Understanding with labor groups being for two years. Chief Kazian responded that is the Board's decision to make; Mr. Montgomery said if the Board agrees, then we would be "flat" on salaries next year. Chief Kazian presented the agreed wage salaries and a question came up from the Board about the two year "lock". Mrs. Cooperman stated when salary adjustments were mentioned, and this year, there is no Cost of Living Adjustment because Social Security had none, and in looking at adjusting salaries, she wondered if the salary adjustment would be for two years and may preclude looking at COLA next year. Chief Kazian said we have a dedicated workforce who has been working hard to provide top-notch service to our community, and there is an opportunity to look at the global salary range compared to other agencies and do some "tweaks" throughout; the salary structure will be better in line with work practical applications; the last salary adjustment was in 2004 and there is an opportunity to all work together to find the appropriate place to be; Mr. Montgomery said his understanding is it would make us competitive in the market and the Board has always said salaries should definitely be above the 50% percentile and even higher to attract and retain the best people. Chief Kazian said we will not be the highest paid or out of bounds, but competitive and take care of the employees who truly give a lot to those in need of our services; he gave a few examples of how our staff goes above and beyond.

Mr. Ernster is not in favor of “flip-flopping” the apparatus purchase as he believes we should consider the recommendation from our professional staff and it just pushes \$150,000 into the future. Additionally, he commented the Chief brought us a budget, and if he felt there was a safety risk of waiting to hire the Firefighters until January, he would have told us, and Mr. Ernster is not really supportive of moving hiring to October. Chief Kazian said if the Board felt there was value in going to the \$15,896,000 budget in July, then he would agree with trading the engine purchase for the personnel; however, he is open to consensus direction from the Board with everything as presented, or to delay hiring or purchases, but Option 1 is the staff’s preference.

Mrs. Cooperman reiterated for safety and service, she would like to see 3 Firefighters hired in October and she is less inclined to “flip-flop” the engines, because if we wait until next year, it will cost more to purchase. She said she is comfortable seeing a bit of raise in the budget to \$15,818,000 to hire the Firefighters sooner, but wants to hear what the rest of the Board says. Mr. Soto said he is in favor of delaying the engine purchase and hiring personnel as soon as possible, but sees the value of Mrs. Cooperman’s statement and also to put faith in staff’s judgment, so would be fine with going with the proposed budget. Chief Kazian said it would translate into \$0.02 cents on the mil rate. Mr. Montgomery agreed with Mrs. Cooperman, and said the Board did not like the \$16 million proposed and staff has reduced it. He reiterated consensus seems to be the October hire date and to purchase the Type 1 engine, as it is needed in the Village, which will be a much more used piece of equipment than the Type 2 wildland vehicle.

Mr. Montgomery commented if staff had done nothing to reduce expenses over the last few years, the budget might be at \$20 million; Chief Kazian said, “quite possibly”. Chief Kazian reiterated the Board consensus is for hiring in Firefighters in October, to purchase the Type 1 engine, and the Meet and Confer items, as presented. Mr. Montgomery also said he recommends this should be a two-year MOU with salaries “locked”. Chief Kazian will present a \$15,818,000, or less, budget next month with all items discussed. Chief Piechura commented the proposed budget typifies a very lean running operation, trying to catch up on deferred maintenance and programs over the last 4 to 6 years, and staff will take the next year to plot out smart fiscal planning. Mr. Montgomery said the presentation showed we are operating our organization on less than in 2009, with fewer personnel running more calls, and doing a better job; he believes there is no question the organization is being efficiently, financially managed. Chief Kazian gave kudos to Finance staff for the work.

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

##### **A. Consent Agenda – Discussion/Possible Action:**

- 1. March 23, 2016 Regular Board Meeting Minutes**
- 2. March 23, 2016 Executive Session Minutes**

*Mr. Montgomery moved to approve the Consent Agenda, as presented; Board Member Dave Soto seconded and it was unanimously approved.*

##### **B. Presentation: Wildland Fire Season Update.**

Battalion Chief Jayson Coil said he informed the Board in September about last fire season, and will present what is expected for the 2016 fire season. Last winter was one of the strongest El Niño’s in a number of years, and started with a wetter and warmer-than-normal winter and above normal snow packs; however, that tapered off significantly, and since January 1, 2016, Flagstaff is down 2.2” of an average year-to-date precipitation, so we are at 4.9” instead of 7”; that is a significant trend. Arizona is in a drought which is anticipated to worsen, and by September, will quickly transition to La Nina – which is normally a dry signal for the Southwest. The average start of monsoons is July 10<sup>th</sup> in Sedona, and there are no strong indicators of either an earlier or later start. The snow pack right now on the San Francisco Peaks is below 50%, and other peaks in the Southwest are at 25%.

Chief Coil said because of winds and warm weather, there were 252 wildfires since January 1<sup>st</sup> which have burned 16,000 acres compared to 1,543 fires in Arizona for the entire fire season of 2015, which burned 158,000 acres. The 10 year fire average is 2,100 annually, so we are on track to well exceed that. There is large fire potential for May and June and everything below the rim in Arizona is expected to have a more severe than normal fire season.

SFD has begun preparing for wildland fire season by providing annual refreshers for crews, shelter deployment drills, etc. to keep safe in a fire environment, as well as completing pack tests. Chief Coil is meeting with dispatch to make sure they are up-to-speed on mutual and auto aid agreements for initial and extended attack fires to minimize having a gap in the ability to provide resources. On May 13<sup>th</sup>, we will have another Verde Valley-wide drill, and next week, SFD will have training for company officers on understanding and applying mutual and auto aid agreements. 2016 is expected to be an above normal fire season due to drought and fine fuel load from last year's good monsoon. 95% of wildfires are human caused and we are working with Fire Marshal Johnson to get the word out. The Annual Firewise Clean-Up will be held the weekend before Memorial Day for residents to bring yard debris; we have good participation from the community and people seem to have a strong understanding of what they can do to lessen the risk of fire – the Brins Fire is still fresh in their minds. Chief Kazian informed the Board that Chief Coil recently took a two-week National Fire Management Leadership course to give him a better understanding of roles and responsibilities and needs of incident management at SFD. Chief Kazian thanked Chief Coil for his hard work and persistence in getting the \$22,000 FMAG grant in reimbursement for the Slide Fire, and also thanked Finance Specialist Pam Wester for her work on this grant.

**C. Special Recognition: Local 3690 20<sup>th</sup> Anniversary.**

Chief Kazian recognized the 20<sup>th</sup> anniversary of the Sedona-Verde Valley Local 3690; he said they have done many great things over the years and this is a good opportunity to remind us of our relationship with labor and how important it is to work together. Some of the charter members who are or were Sedona Fire District employees include Scott Schwisow, Terry Keller, Tim Lefler, Jeff Scaff, Angel Morales, Steve Van Riper, Jack Smithson, and Mark Etter. The focus of the chapter has always been on providing a high level of service. Chief Kazian congratulated Greg Eberlein for taking over as Vice-President of the Sedona Chapter, and to Dave Rodriguez as the overall Chairman. He said SFD members have always provided leadership in all positions to the Chapter. Division Chief Ed Mezulis displayed the original Charter with signatures of the original members. There were 16 total inaugural members and now there are 130 members from around the Verde Valley. He said from the Chapter, a Charities group was created providing help throughout our communities, and offered his congratulations for 20 years of service.

**D. Special Recognition: Retirement of Division Chief Scott Schwisow.**

This item was moved up in the Agenda to after the Budget Workshop. Chief Kazian honored Division Chief Scott Schwisow's retirement; he started his career at Verde Rural Fire in 1984 becoming an Engineer and then, Captain; and in 1994, Chief Schwisow came to SFD as a Firefighter and promoted to Battalion Chief, and then, a Division Chief of Administration and Support Services. He was a Charter Member of the Sedona-Verde Valley Local 3690; he also served as the Sedona Chapter Vice-President. Scott has been instrumental in many projects at SFD during his almost-22 years of service, including Technical Rescue, overseeing Logistics including the purchase of the ladder truck, and Station 6 construction. Chief Kazian said he is very proud of Chief Schwisow for his willingness to step up and work hard. He has been a trusted professional throughout his tenure in the Verde Valley and Chief Kazian said he is honored to know him as a professional, and thanked him for his passion, dedication, and service. His Walkout Ceremony will be at 3:00 PM on Monday at Station 1. Chief Schwisow thanked everyone and said it has been an interesting "ride" through SFD's growth years to this point and SFD has incredible people in Administration, Telecom, Fleet, and Operations. Chief Kazian presented him a brick commemorating his dates of service to be placed in the Station 1 front patio. A brief recess was called at 6:09 PM.

**E. Presentation: 2015 SFD Annual Report.**

Board Members received copies of the 2015 Annual Report. Board Member Diane Schoen asked if it would be posted on the SFD website and Chief Kazian said it would; Mrs. Schoen commended staff on the Report and said it was well done, showing the community the tremendous amount of work completed by the district.

**F. Public Forum:**

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

No one requested to speak.

**G. Business:**

**1. Discussion/Possible Action: Review and Approval of:**

**a. March 2016 Financial Report.**

Finance Manager Sandi Schmidt stated she had no concerns with the Finance report; *Mrs. Cooperman moved to approve the March 2016 Financial Report, Mrs. Schoen seconded and it unanimously passed.*

**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. Update of Arizona Public Service Utilities Easement at Station 1.**

**ii. SFD Website Re-development Update.**

**iii. Cottonwood Public Safety Communications Center Update.**

**iv. SFD Firewise Clean Up, May 20 – 22, 2016 at Station 4.**

**v. Update of Testing/Hiring for Fire Inspector.**

**vi. Update of Testing/Hiring of Human Resources Manager.**

**vii. Annual Rotary Chili Cook-Off, 5/7/16 at Tlaquepaque from 11:00 AM to 4:00 PM.**

**viii. Yoga for First Responders sponsored by Sedona Rotary.**

**ix. Chief Kazian’s Re-designation as Chief Fire Officer.**

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

Chief Kazian informed the Board that we had 401 calls in the month of March; other information is provided in the monthly Fire Chief report (available on-line).

He reported the following under Update of Recent/Upcoming activities:

- With stipulations discussed by the Board last month, APS decided to run the easement around the property.
- Website development is still underway and will be implemented by the end of the year.
- There was nothing to report under Dispatch.
- The Firewise Clean-Up will be held May 20-22 at Station 4; all are encouraged to make their homes Firewise with defensible space.
- Four candidates for Fire Inspector went through testing; we offered a position, but it was turned down for the second time. We are about to open the Fire Marshal position and will wait to fill Fire Inspector after that. Currently, a light duty Firefighter is serving in the Inspector role. Fire Marshal Johnson said we are doing our best to find someone with experience, but may have to start at the Trainee level.
- The testing process for HR Manager will be held with 4 candidates next Tuesday/Wednesday.
- The Rotary Chili Cook-off will be May 7<sup>th</sup> and he needs votes against Montezuma Rimrock Chief Keller.
- We have held 2 classes of Yoga for First Responders with good success; he stated his appreciation for the opportunity and the Rotary Club is sponsoring most of the costs.
- Chief Kazian has been re-designated as an International Chief Fire Officer.
- The City has been working with ADOT to prevent suicides at Midgley Bridge, as the Board supported in a letter to ADOT several months ago; SFD is invited to a meeting on May 14<sup>th</sup> to consider actions.

**H. Items from Staff:**

**1. Discussion/Possible Action: Resolution #2016-03 for Changing Bank Signers.**

Finance Manager Schmidt said this is for routine changes in our bank signers as we change personnel. *Mrs. Cooperman moved to approve Board Resolution #2016-03 to remove Scott Schwisow and to add Jeff Piechura as a signer; Mr. Ernster seconded, and the motion was unanimously approved.*

**2. Discussion: Update of Sedona Fire District ISO Classification.**

Fire Marshal Johnson gave a detailed PowerPoint presentation (available on-line) explaining what the Insurance Services Office (ISO) does and about Sedona Fire District's re-classification to a 3/10 effective June 1<sup>st</sup>, which is a significant improvement; out of 48,000 fire departments evaluated nationwide, SFD is in the top 3%, and SFD is in the top 18% of 328 fire agencies in Arizona.

**3. Discussion/Possible Action: Changing Memorandum of Understanding with the State Fire Marshal's Office to a Letter of Appointment.**

Fire Marshal Johnson said this is just a technicality change going from a Memorandum of Understanding with the State to a Letter of Appointment to appoint our Fire Marshal to do inspections of State buildings and schools in our district to make sure they meet building standards; it is less cumbersome than the MOU. Currently, he is working with Slide Rock State Park in its buildings; when Fire Marshal Johnson retires later this year, SFD will only have to fill out a new LOA to send to the State. No Board action is required.

**4. Discussion/Possible Action: Purchase Order #10603 in the amount of \$58,500 to Danson Construction for Station 6 Lightning Protection and Electrical Project.**

Assistant Chief Piechura said this project is to enhance Station 6's lightning protection systems for the building, infrastructure, electronics, and computer equipment. The building was constructed with minimum systems and over time, we have experienced minor issues because of grounding and electrical processes that were to minimal standards. He said even though we accepted the building as is, we are now experiencing issues; he worked with the contractor, Danson Construction, LEA Architects, and other staff members, a third party was brought in to make sure it is protected for current and future equipment. Danson provided an at-cost bid for services for the electrical work, and consulting to get UL certification. Chief Piechura said we are requesting \$58,500 from contingency to do the work, and to utilize the sole source policy provision. Mrs. Cooperman asked if this was negligence; Chief Piechura said it was not, and we had agreed to a minimum protection system upfront. Mr. Montgomery asked what is the "down side" and would insurance cover for lightning strikes, as they have done on prior claims for SFD facilities; Chief Piechura said those claims were paid for lightning strikes on buildings under old standards of grounding protection, but now, we know the ground protection capability of Station 6, and if it was struck by lightning, insurance may not cover.

Chief Piechura added that all the new towers have grounding service protection and Telecommunications Supervisor Bob Motz is doing a good job updating; however, this is a new build that did not take into consideration the best protection. Additionally, Station 6 has a metal, rusting roof which increases the conductivity for lightning. Mrs. Schoen asked if there was only one third party consultant; Chief Piechura said, yes, a certified engineer for electrical grounding services with UL certification. Chief Kazian said the other risk is the critical infrastructure and having lightning coverage is a component, but the operational concern is there could be communication errors and a readiness reliability issue. Mr. Soto asked if this would mean unsightly multiple lightning rods on Station 6's roof; Chief Piechura responded, no, it is mostly conduit inside the building and a grounding system through the building into ground outside. He said making a 2.07% investment on the value of the facility is an inexpensive insurance policy.

Mr. Montgomery said in the past, we have had two lightning strikes at Stations 1 and 4 with \$180,000 damage covered by insurance. Chief Kazian reminded everyone we pay premiums on those insurance policies and we should make sure the lightning protection is appropriate. Mrs. Cooperman said this is an unfortunate necessity and also will provide surge protection. Mr. Montgomery said we currently have \$382,000 contingency balance. ***Mr. Montgomery moved to approve Purchase Order #10603 in the amount of \$58,500 to Danson Construction for the Station 6 lightning protection and electrical project from the contingency fund and to authorize staff to proceed per the purchasing policy; Mr. Ernster seconded and the motion was unanimously approved.***

**I. Item from Board Member Tim Ernster:**

**1. Update of Shared Services Committee.**

Mr. Ernster said the Shared Services Committee had scheduled a recent meeting, but it was cancelled. Chief Kazian said the concept is alive and well, and still being considered by the area Fire Chiefs.

**J. Item from Board Member Dave Soto:**



1. **Update of 9/11 Memorial Committee and Upcoming Fundraising Events:**
  - a. **Results of April 10<sup>th</sup> Fundraiser at PJ's Village Pub.**
  - b. **Postponement of Sound Bites Grill Gala Event.**
  - c. **June 9<sup>th</sup> – Wine Tasting at Vino di Sedona.**
2. **Discussion/Possible Action: Update of RFP for Construction of 9/11 Memorial including Bond and Performance Assurance; Construction Timeline; Funding of the Project; Expenditure of Committed Funds before Receipt of Checks.**
3. **Discussion/Possible Action: Schedule Special Board meeting in early May to select the contractor for the 9/11 Memorial project.**

Board Member Soto introduced the 9/11 Memorial Committee Chairman Scott Jablow. Mr. Jablow said we have many on-going events to make the community aware of the donations needed; he said the committee prepared and mailed 1,100 solicitation letters to potential community donors yesterday. Press releases have gone to all newspapers about upcoming events including having the girder at Weber's IGA in the Village of Oak Creek on Saturday, May 14<sup>th</sup>. Mr. Soto said, as of today, we have received \$28,632 in donations and have a written commitment from the Gary Sinise Foundation for \$5,000. Construction bids are due on April 26<sup>th</sup> at 2:00 PM, and the Committee will meet on the 27<sup>th</sup> to decide on a recommendation. He said with the amount of time to build the Memorial, and with the dedication ceremony scheduled for 9/11/16. He said the potential exists that we may need to start construction before being fully funded; he knows we stated the project would be funded by corporate and private donations and it will be, but in order to keep things on track timewise, the Committee may ask the Board to fund part of the project to be reimbursed as donated funds come in. He said every day fundraising continues, and in another 3 or 4 months, we will have the project fully funded.

Mr. Soto reported the recent fundraiser at PJ's Village Pub brought in about \$3,000; we are talking to SoundBites Grill to reschedule a fundraiser event which was postponed – possibly to July 15<sup>th</sup>. In addition to the mass mailing to the community, we have a wine-tasting event scheduled for June 9<sup>th</sup> at Vino di Sedona. Also, Al Specter will give us permission to display the girder with our collection boxes during Memorial Day weekend in Uptown. Mr. Soto said this is really more than a construction project – it is here in our home for people to come from all walks of life and all over the world, to memorialize and honor those that were lost on September 11, 2001.

Mrs. Schoen asked about expenses that have been incurred; Mr. Jablow said he paid for the postage on the mass mailing, and the architectural fees would come from the donated funds. Mrs. Schoen asked Attorney Whittington if it would be legal for the Board to loan money for a project; he responded the Board could not; Chief Kazian said this would not be lending money to the committee, it would be funding the project we own; Mr. Montgomery commented this is an improvement to our facility. Mrs. Schoen stated she would not be in favor of this as we promised the community no public funds would be used, but she would be in favor of postponing the project until the entire amount is raised, and breaking ground on 9/11/16. Mr. Montgomery disagreed and said he is in favor of supporting the project. Mrs. Cooperman said she wants to know the true amount needed, as she feels it is premature to commit to funding without knowing the amount. The gross amount the Committee has raised after expenses including architectural fees is \$19,985.19.

Mr. Ernster agreed we should wait until after bids are opened, and maybe have a special Board meeting to award the bid; he is supportive, if necessary, of the district getting financially involved, but is assuming fundraising would continue, and by the end of the project, SFD would not need to fund anything. Mr. Jablow said that is the intention, but we cannot put a “shovel into the ground” until we have committed funds; he said the committee members work every day to make sure we do not take a penny from the district. Chief Kazian agreed the Board needs to know the amount. He said staff recommends we wait until the bid opening on Tuesday and then, could entertain a special meeting in early May to discuss those bids or funding gaps, and when the notice to proceed occurs, the project would then be completed by the dedication date of 9/11/16. Mr. Montgomery said once we have a bid, the motion could be to commit funds not to exceed X dollars with the expectation of continued fundraising. Mr. Jablow said we have the full intention of this being 100% donation funded. Chief Kazian agreed and said once bids are opened, the committee will make a recommendation and there may be no need for a special meeting. Mrs. Cooperman said if a special meeting is needed, she will not be available before the 12<sup>th</sup> of May.

**K. Item from Board Member Diane Schoen:**

**1. Discussion/Possible Action: Accept Diane Schoen's Resignation from Governing Board and Consider Filling Vacancy per SFD Policy #2015-01, Governing Board Vacancy.**

Mrs. Schoen decided to relocate closer to her family and sold her home; she submitted her resignation effective June 1<sup>st</sup> when she moves out of district. Mr. Whittington commented replacement process is set by SFD policy, but the Board could set a special meeting to interview candidates. Chief Kazian said statute allows 90 days to fill the vacancy, and if a replacement is not found by then, the Board of Supervisors would appoint. *Mr. Montgomery moved to accept Diane Schoen's resignation from the Board effective June 1, 2016 and to direct staff to proceed to fill the vacancy per policy; Mr. Soto provided a second and the motion was unanimously approved.*

**L. Item from Board Chairman Ty Montgomery:**

**1. Discussion/Possible Action: Third Party Consultant(s) for Leadership and Team-Building.**

Chief Piechura said he has spoken to each member of the Board individually about this matter and will discuss options at the next meeting or at a special meeting to be determined.

**2. Monthly Update: Fees for Legal Services Provided to SFD.**

Mr. Whittington's legal invoice was for \$5,977, which includes \$1,100 from services provided in February; this budget line item is still far below the budgeted amount.

**V. FIRE MARSHAL'S SAFETY MESSAGE**

Fire Marshal Johnson reminded everyone of Battalion Chief Coil's wildland fire report and encouraged all to bring yard clippings to the FireWise clean-up on May 20<sup>th</sup> – 22<sup>nd</sup> at Station 4 in Uptown.

**VI. ADJOURNMENT**

The meeting adjourned at 7:40 PM.

*Original signed by Corrie Cooperman*

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Corrie Cooperman, Clerk of the Board

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