



Note: These Minutes were approved by the Board on 6/15/16.

Sedona Fire District

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

REGULAR BOARD MEETING AND BUDGET WORKSHOP Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room Wednesday, May 18, 2016 / 4:00 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

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

Others Present: Fire Chief Kris Kazian; Division Chief Edward Mezulis; Assistant Chief Jeff Piechura; Fire Marshal Gary Johnson; Finance Manager Sandi Schmidt; Captain Jordan Baker; Firefighter Jarrett Tarver; Battalion Chief Dave Cochran; Captain Josh Wells; Carla Dufort – Acting Recorder to the Board; 3 Citizens; Family and Friends of Josh Wells

Board Chairman Ty Montgomery called the meeting to order at 4:08 PM and led the Pledge of Allegiance; Assistant Chief Mezulis asked all to honor the 4 Firefighters and 3 Police Officers killed in the line of duty across the nation in the last month.

Fire Marshal Gary Johnson announced former-SFD Photographer Charlie Allen passed away this week; he started with SFD in 1988, and helped SFD and other agencies with fire investigation photography. During the Back O' Beyond fire, heavy rain occurred and the fire was caused by a faulty outlet, but the insurance company disagreed; Charlie's photo was used as evidence proving it. Charlie was always there for SFD and took photos of all our personnel during professional and social occasions. He was meticulous and proud of his work for the Sedona Fire District. Fire Chief Kris Kazian said Mr. Allen would have a brick paver in the courtyard at Station 1, and that Charlie would be dearly missed.

II. 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. Public Comments regarding Proposed 2016/2017 Budget.

No one from the public requested to speak regarding the budget. Chief Kazian said the budget presented today includes proposed staffing changes and the Type 1 engine discussed last month. The apparatus committee worked through all SFD's needs for the Type 1 and got the pricing down to \$595,000. He noted a \$30,000 increase for Telecommunications to complete a recent project with funds "swept" forward from the current fiscal year. Mrs. Cooperman stated she appreciated the presentation last month and made a mention of salary adjustments and wants to make sure this is on record as this is not a downward adjustment, but rather an increase in wages. Chief Kazian stated during Meet and Confer, labor and management looked at different categories and created a salary adjustment in our organization, which includes some phasing in. He said our folks provide a high level of service on a daily basis; the increase range is 1 – 3 % depending on rank, administrative staff will get a 1% in July, and in order to make ends meet, we will start some increases in January; additionally, there is a Paramedic stipend.

Mrs. Cooperman said we want to retain our dedicated and well trained staff and for them to feel acknowledged and want to stay with SFD. She said there is no Cost of Living Adjustment (COLA) for Social Security this year, and if this is implemented in January, there will be no COLA in July; Chief Kazian stated if that is the direction you want to go, staff will deal with it accordingly. Mr. Montgomery commented we are trying to get to a two-year process, but we will see what next year brings; he said staff did an excellent job with the budget given the challenges presented, and further, Chief Kazian had said he wanted to steady out the budget with a 3 to 4 % increase yearly and this year we are looking at 4.7%; additionally, he said we are doing some amazing things

while reducing operating expenses. Mrs. Schoen thanked Chief Kazian and staff for bringing all the documentation forward. Chief Kazian thanked the Finance group, and said he is looking forward to find ways to shorten up the budgeting process, while meeting the requirements.

C. Proposed FY 2016/2017 and Projected FY 2017/2018 SFD Budgets; Board and Staff Discussion.

1. Discussion/Possible Action: Approval to Publish.

Board Member Tim Ernster moved to approve publishing the proposed FY 2017 budget and the projected FY 2018 budget, as required by law, with a public hearing scheduled for June 15, 2016; Board Member Diane Schoen seconded, and the motion was unanimously approved.

III. REGULAR BUSINESS MEETING

A. Consent Agenda – Discussion/Possible Action:

- 1. April 20, 2016 Regular Board Meeting Minutes**
- 2. April 20, 2016 Executive Session Minutes**

Board Chairman Ty Montgomery moved to approve the Consent Agenda; Board Clerk Corrie Cooperman seconded and the motion passed unanimously.

B. Public Forum:

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

No one requested to speak.

C. Business:

1. Badge-Pinning Ceremony for new Captain Josh Wells.

Newly appointed Captain Josh Wells began with SFD in 2005 as a full-time Firefighter and became a Paramedic in 2006; he has a Bachelor's degree from Northern Arizona University and is an active member with many citation awards and a great asset to our organization. Captain Wells' "claim to fame" is overseeing and hands-on training of 15,000 people in CPR. Due to a family emergency, he discovered the importance of CPR at a young age. Captain Wells worked at the State level to effect legislative changes in CPR. During our recent promotional testing process, he came out as #1 on the Captain's list, and is being promoted due to a Captain leaving SFD. Chief Kazian administered the Oath of Office. Captain Wells stated his gratitude to his family who helped him achieve this goal. He also thanked his C Shift buddies, in particular Jarrett Tarver; he thanked God for the opportunity to serve. His brother, Arron, pinned his badge.

2. Discussion/Possible Action: Review and Approval of:

a. April 2016 Financial Report.

Finance Manager Sandi Schmidt stated everything is on track, and the remaining amount due from wildland fire billing has been received. She added a page to the report regarding operating cash reserves. *Mrs. Cooperman moved to approve the April financial report; Mrs. Schoen seconded; the motion was unanimously approved.*

3. 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, May 20 – 22, 2016 at Station 4.**
 - iv. Results of Annual Rotary Chili Cook-Off on May 7, 2016.**
 - v. Workers Compensation Pool Information.**

vi. **Firefighter Behavioral Health Alliance – Survivors Luncheon.**
i. **Correspondence/Thank You Letters to SFD.**

Chief Kazian reported:

- There were 392 calls for the month of April and we continue to be busy.
- There was a wildfire in the Village of Oak Creek that started a house fire causing \$175,000 in damages.
- Captain PJ Lingley decided to leave SFD to join the Bear Claw wildland crew. He will be missed and we appreciate all he has done for SFD.
- B Shift responded to a Hillside restaurant fire and did a great job on a challenging assignment. Fire Marshal Johnson commented that restaurant opened for business the next day, which reflects on the job the crews did.
- We received \$1,885 from Ponderosa Fire Advisory Committee for training, and Chief Mezulis was able to capture a \$1,600 grant for continuing Emergency Medical Services education.
- We are still working on updating the SFD website. Chief Kazian thanked IT Lead Technician Jeremy Harris for working hard to install the new audio/video system in the meeting room.
- Chief Piechura said SFD continues working with the Cottonwood Public Safety Communications Center on protocols for dispatching vehicles and performance standards on handling calls in our district.
- The Firewise Clean-up is this weekend at Station 4 in Uptown.
- Sedona Rotary did a great job at the annual Chili Cook-Off and Chief Kazian is the reigning Fire Chief Champion against Montezuma-Rimrock Fire Chief Terry Keller. He thanked Receptionist Jodi Fowler and Executive Assistant Tricia Greer for their help cooking the chili, as well as Jodi's daughter, Elizabeth, and his daughter, Cami, for working at the Cook-Off.
- SFD is working with Ashton-Tiffany on a Worker's Compensation "pool" of employers, similar to the school district. We will have additional information and, possibly, a contract next month. There may be a need for a special Board meeting because the contract needs to be signed by the 13th of June. Mr. Montgomery commented we would need to have a good number of departments interested in joining the group to make it viable. Mr. Ernster stated Ashton-Tiffany is professional in their approach and he enjoyed working with them when he was at the City of Sedona.
- Division Chief Ed Mezulis and Chief Kazian attended a meeting of the mental health coalition regarding suicide and behavioral health. This weekend, we will host a retreat for families of firefighters who committed suicide to honor those who have suffered and bring attention to this problem.
- We received numerous thank you notes last month, which speaks to who and what our organization is.

D. Items from Staff:

1. Discussion/Possible Action: Purchase Order #10604 for \$40,000 to Sanderson Ford for the replacement of the motor and associated components for Ambulance 511.

Chief Piechura stated Ambulance 511 had mechanical failure and has been pulled from service. Staff reviewed district needs, considered several options, and now requests the Board fund \$40,000 not budgeted for this repair. This unit will be in line for a refurbishment in an upcoming fiscal year. *Mrs. Cooperman then moved to approve Purchase Order #10604 for \$40,000 to Sanderson Ford for the replacement of the motor and associated components for Ambulance 511; Mr. Ernster seconded, and the motion was unanimously approved.*

2. Discussion/Possible Action: Purchase Order #9980 in the amount of \$19,440.24 to SHI for the renewal of the current Microsoft Enterprise Support Agreement.

Assistant Chief Piechura stated this is a standard business line item to renew this agreement. *Mr. Montgomery then moved to approve Purchase Order #9980 to SHI for the purchase of the Microsoft Enterprise Agreement Renewal in the amount of \$19,440; Mrs. Schoen seconded, and the motion was unanimously approved.*

3. Discussion/Possible Action: Possibility of routine purchase orders for budgeted items, lease renewals, etc., which do not require Board discussion, to be included under Consent Agenda.

Chief Kazian stated many times, there are routine items which could be considered under the Consent Agenda. Any Board Member would always have the opportunity to pull an item if there are questions or concerns to receive additional information. This is a common, time-saving practice by governmental agencies, such as the City of Sedona. Staff is seeking Board opinion of this matter. Mrs. Cooperman said she appreciates wanting to

shorten meetings, but the public should know about these matters. Mr. Ernster stated he believes it is a good idea, and makes for a more efficient meeting and we can always pull an issue if there are questions, and believes we could set a dollar limit on allowed items. Mr. Montgomery is in favor of a \$50,000 limit, although he believes the Board must discuss items that need to be explained. Chief Kazian pointed out the Board approves the budget which includes these items. Mr. Soto added that he likes the idea of streamlining meetings, but the public is always encouraged to attend the meetings and listen to discussion. Chief Kazian asked for clarification on what items would be considered for Consent Agenda. Mr. Ernster stated important and politically sensitive items should be agendaized separately. Mr. Montgomery recommended trying this for a month to see how it works and asked if all agreed on the \$50,000 limit and there was Board consensus for that.

4. Discussion/Possible Action: Commencement of Arizona State Retirement System (ASRS) for Administration and Support Employees effective June 1, 2016.

Chief Kazian stated previous motions made on this issue were to consider or approve ASRS and the intent was to enter with the first pay period in the new fiscal year on June 18th; it was brought to our attention that according to ASRS, we must start on the first of the month. This is a technicality and Attorney Bill Whittington advised it is safe to get another motion. *Mrs. Cooperman moved to amend the previous motion entering ASRS for eligible employees from June 18, 2016 to June 1, 2016, and approved all related costs to coincide with that date, as outlined; Mrs. Schoen seconded, and the motion was unanimously approved.*

5. Discussion/Possible Action: SFD Staffing Update.

Chief Kazian announced Fire Marshal Gary Johnson has decided to retire; we have received 9 applications for the position and will have a testing process on June 13th and 14th. Additionally, SFD still has an open Fire Inspector position and staff decided to let the new Fire Marshal have input into that position. With employees recently leaving and promotions, we still have open Firefighter positions and during the budget process, we discussed hiring three new Firefighters in October; now, staff is considering an option to consolidate a firefighter academy by hiring five Firefighters in October. Chief Kazian announced we have hired a new Human Resources Manager, Betty Johnson, who will begin June 6th. She has an impressive resume and will be able to help us with these hirings. Payroll Specialist Keona Freeman is working double time to pick up the slack in HR. Additionally, Finance Manager Sandi Schmidt has announced her retirement in August after three decades at SFD; Executive staff met with Finance staff regarding our options on a replacement model that makes sense for SFD and we will bring our decision to the next Board meeting. Chief Kazian wants to continue having the best of the best in our organization, and we appreciate the 68 combined years that Gary and Sandi have given to SFD.

E. Item from Board Member Tim Ernster:

1. Update of Shared Services Committee.

Mr. Ernster stated there is a committee meeting scheduled for 9:00 AM next Monday and it will be the first meeting in 3 or 4 months. Mr. Soto and the Cottonwood City Manager will be officially added to the committee. Chief Kazian stated the committee's purpose and mission is to combine some of the Verde Valley districts' efforts to get the best value for services. There is great progress being made and we will want future input to see where the Board wants to go with this committee.

F. Item from Board Member Dave Soto:

1. Update of 9/11 Memorial Committee and upcoming fundraising events.

Mr. Soto stated this past weekend at Weber's IGA, the World Trade Center girder was displayed. SFD 9/11 Committee Chairman Scott Jablow stated that event brought in \$1,246 from the concession stand and cash donations. Mr. Soto announced on June 9th, there will be a fundraising event at VINO di Sedona for \$35 per person for wine, food, and silent auction, and on May 28th, the girder will be displayed in Uptown. These events may propel us over the amount needed to build the Memorial. Mr. Jablow stated the largest check the cause has received to date is \$5,000 from actor Gary Sinise's Foundation. So far, the committee has raised \$46,946. Expenses are \$8,982, which means to date, we have \$37,967 in the bank.

2. Discussion/Possible Action: Recommendation of 9/11 Memorial Committee; award of the bid for construction of 9/11 Memorial; construction timeline; expenditure of committed funds before receipt of checks.

Mr. Montgomery said SFD received three bids for the Memorial project, which we had hoped would be in the \$50,000 range, but the lowest bid was \$65,000 from DeTar Construction. Chief Kazian stated staff has looked at this and there is little interest taking away from the design, but we can deduct some things that will not reduce the aesthetics, down to around \$62,000 and keep the project intact; at the last committee meeting, we discussed a reduction in lighting; staff discussed it this morning and feels taking away the lighting option will detract from the project. Staff recommends the Board consider awarding the bid to meet the deadline and allow Chief Kazian to finalize the details, such as was done to build Station 6. Mr. Montgomery stated if we take the bid as submitted including the surety bond with what has been raised to date, we would be short \$28,000, and his recommendation is to approve the bid at \$65,000 and commit funds not to exceed \$28,000 to complete the project, with the understanding and hope that the committee will raise enough to get to net zero for the district. Mr. Soto stated the intent is to fundraise until “every last penny” is collected to finish the Memorial.

Chief Kazian pointed out we opted to not use a bond when we built the sign in front of Station 6, but based upon our legal counsel, it would be considered safer to have the bond. Architect Larry Enyart felt the bond was not necessary for this project, and Chief Kazian is personally comfortable with it not being in place. Mr. Ernster stated he experienced not having a bond on a project at the City, which created a huge issue; he said he knows Mr. DeTar is highly respected in the community and with no poor reflection on him at all, he believes it is good business practice. Mrs. Cooperman stated she believes having the bond is prudent. Committee Chairman Jablow said he made a commitment when he started the committee that there would be no SFD dollars used on the project and we are working hard toward that goal. Chief Kazian stated if the Board feels more comfortable with the bond, and approves the \$65,000 contract, staff will do the best it can. Mr. Jablow confirmed they will need to raise about \$28,000 additional funds to be at net zero, and that construction needs to start mid-June to be done by September 11th. Chief Kazian said this money would be from contingency and could come from this or next fiscal year. He said we are trying to approve the bid at \$65,000, understanding the fundraising component is on-going, and looking to make exposure to the district as little as possible with the bond.

Mr. Montgomery moved to accept the qualified bid submitted by DeTar Construction for the amount of \$65,611.64 conditioned upon deductive change order to AIA Contract #1052007, as amended and approved by the Fire Chief and further authorize the Fire Chief to execute the agreements in consultation with LEA and DeTar Construction to seek value engineering reductions of the project that minimize the impacts to the design elements as originally submitted, and also to approve the allocation of an amount not to exceed \$28,000 from contingency account; Mr. Ernster seconded, and the motion was unanimously approved.

G. Item from Board Chairman Ty Montgomery:

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

Mr. Montgomery commented this has been under discussion for several months and everyone received the recommendation from Assistant Chief Piechura; he opened the floor to discussion. Mrs. Cooperman said in reviewing the three options, she feels the best is from MSEC because they are a known entity, their bid is within reason, and we may be able to get the price down. Mr. Montgomery commented although Arbinger was the high bid, they did offer a “train the trainer” program, which could be continually updated every year, and we would be able to provide training to new hires in the future. He understands the initial cost would be higher, but it is an extensive program, all inclusive, and provides a program that would not need to be re-done in the future. The idea is the same as our own in-house training programs and SFD personnel are trained to administer; Arbinger was the only one of the three proposals that offered this type program. Chief Kazian said it is an opportunity to provide an organizational tune-up, to motivate, challenge, and the “legacy piece” is important. Chief Piechura stated the Arbinger program offers on-line mentoring to keep the trainers up-to-speed; their program also offers annual assessments of the organization to see how it is adapting to the training, with the results sent to leadership to see what adjustments need to be made; he said the MSEC proposal is for a more limited scope. Chief Kazian noted that MSEC is highly skilled and capable and we use them as an adjunct to our Human Resources, but Arbinger is public safety-focused which has added value.

Mr. Soto commented that he knows the fire service culture and reviewing the bid from Arbinger made him comfortable they know what they are doing; he said the train-the-trainer aspect is extremely important and they are trained for the long term. Mr. Ernster said he liked Arbinger's purposes the best, and there is room for negotiation. He stated on page 3, Arbinger noted training is for all employees, and MSEC states it can be for all, but as employees are added, the cost would go up. Chief Kazian said funds will most likely come out of next year's contingency. Mr. Montgomery replied it may come out of this year's depending on when the program can start. Finance Manager Schmidt said we can only pay for services provided in this fiscal year.

Chief Piechura mentioned we are in fire season and Chief Kazian stated we may want to fill the open positions before we begin. Mr. Montgomery also said we may have more funds available with all the open positions. Chief Kazian added that if the election for two Board Members in November is uncontested, we will save about \$50,000, but we would not know that until this summer. Mr. Montgomery said in the worst case scenario, it could come from contingency next year or find line items with funds, and further, since last fall, the Board has been committed to having this program; *he then moved to approve the RFQ proposal from Arbinger and authorize the Fire Chief and Assistant Chief to execute the contract and direct Finance to budget expenditures from next fiscal year either out of contingency or out of the appropriate line item where funds are available in the amount of \$48,400 plus travel; a second was provided by Mrs. Cooperman, and the motion unanimously passed.*

2. Discussion/Possible Action: Consideration of applicants to fill Diane Schoen's Board vacancy.

Mr. Montgomery thanked Mrs. Schoen for her input and commitment during her time on the Fire Board. Chief Kazian appreciates her dedication, professionalism, and her commitment to the citizens of the community; staff has enjoyed working with her. A brick in Mrs. Schoen's honor has been added to the front patio at Station 1. Mrs. Schoen stated she knows the Board will continue to represent the community, and she will be here from time to time in the community. Mr. Montgomery said we received four qualified applications for the vacancy and we need to proceed. He said if we can get the interviews done in a timely way, we may have the new Member seated by the next Board meeting. After discussion, the Board decided to schedule a Special meeting for June 2nd at 3:00 PM to interview the candidates. Mrs. Cooperman suggested June 8th as an alternate date if the 2nd did not work, and there was consensus for that.

3. Monthly Update: Fees for legal services provided to SFD.

Mr. Montgomery said last month's fees were \$3,700 with an adjustment in our favor. Chief Kazian commented we are at \$34,681 year to date in legal fees.

IV. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Johnson cautioned everyone to keep their roof and eaves clear of collected debris, as the house in the Village of Oak Creek involved in a recent fire had a flat roof with debris built up; embers from the original fire in a culvert were blown onto the roof.

V. ADJOURNMENT

The meeting adjourned at 6:40 PM.

Corrie Cooperman

Corrie Cooperman, Clerk of the Board