



Sedona Fire District

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REGULAR BOARD MEETING AND BUDGET HEARING Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room Wednesday, June 15, 2016 / 4:00 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Board Present: Ty Montgomery, Chairman; Corrie Cooperman, Clerk; Tim Ernster and Dave Soto, Members
Others Present: Fire Chief Kris Kazian; Assistant Chief Jeff Piechura; Fire Marshal Gary Johnson; Finance Manager Sandi Schmidt; Human Resources Manager Betty Johnson; Tricia Greer, Recorder to the Board; 1 Citizen

Chairman Ty Montgomery called the meeting to order at 4:00 PM and led the Pledge of Allegiance; Assistant Chief Jeff Piechura asked all to honor the 1 Firefighter and 9 Police Officers killed in the line of duty across the nation in the last month.

II. BUDGET HEARING: FISCAL YEAR 2016/2017 AND PROJECTED FISCAL YEAR 2017/2018

- 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: Proposed 2016/2017 Budget and Projected FY 2017/2018 Budget; Staff Response.**
- C. **Discussion/Possible Action: Proposed FY 2016/2017 and Projected FY 2017/2018 SFD Budgets; Resolution #2016-04, Approval of Fiscal Year Budget 2016/2017 including the Salary Scale.**

Mr. Montgomery opened the Budget Hearing for public comment and there was none. The public hearing was then closed. Mr. Montgomery stated Board and staff have discussed the budget over the last few months. Clerk Corrie Cooperman commented the figure stayed where Chief Kazian said it would; our staff put a lot of effort and time into the process. Chief Kazian stated the FY 2017 budget is set, and the FY 2018 budget is projected using current information, which could be impacted by unknown issues next year. Mr. Ernster thanked staff for being very responsive to questions during the budget process and for giving the Board information needed for a decision. Board Member Dave Soto also thanked the Chief and staff for their time. *Mr. Montgomery then moved to approve the budget for Fiscal Year 2017 and the projected budget for Fiscal Year 2018 by Board Resolution #2016-04; Mr. Ernster provided a second and the motion was unanimously approved.*

III. REGULAR BUSINESS MEETING

- A. **Ceremonial Oath of Office and Introduction of Betty Johnson, SFD Human Resources Manager.**

Chief Kazian introduced SFD's new Human Resources Manager, Betty Johnson, who began on June 6, 2016. Betty is a member of HR professional organizations, SPHR and SHRM-SCP. Mrs. Johnson was previously the Vice President and Chief People Officer for Goodwill Industries of Middle Tennessee for 23 years, where she directed the HR department and Career Solutions. In 2015, she and her team helped over 15,400 people obtain employment in their communities. Mrs. Johnson earned a Bachelor of Science from Milliken University with 3 majors: Biology, Secondary Education, and Environmental Studies. She achieved her MBA in HR Management from DePaul University. Mrs. Johnson said she was impressed with our organization and the community, and commented SFD's wonderful staff "have their heads down and work hard all day". She is proud to be part of SFD. Chief Kazian administered the ceremonial Oath of Office to Mrs. Johnson.

- B. **Consent Agenda – Discussion/Possible Action:**

- 1. **May 18, 2016 Regular Board Meeting Minutes.**

Mr. Montgomery moved to approve the Consent Agenda; Mrs. Cooperman seconded; motion passed at 4-0.

- C. **Public Forum:**

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

There were no requests to speak.

D. Business:

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

Mr. Montgomery moved to approve the May 2016 Finance Report; Mr. Ernster 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 9/11 Memorial Construction and Fundraising Updates.**
 - iv. **Wildland Fire Activity Update.**
 - i. **Correspondence/Thank You Letters to SFD.**

Chief Kazian noted:

- Call volume was down a little last month.
- Under Grants, agencies are just beginning the review process for large regional grants.
- SFD received more than \$20,000 in 9/11 Memorial donations in May.
- Staff is looking at data analytics regarding response times for the future. GIS Specialist Tammy Schuerman will start tracking statistical information. Staff will look at fractile response times. Assistant Chief Piechura brings much experience in data through the accreditation process he went through at another fire district.
- Monsoon season begins today and we are at Stage 1 fire restrictions with conditions ripe for wildland fire. Battalion Chief Jayson Coil provided an excellent wildland update in the Board's packet.
- We are expecting to have a new website on June 30th, and SFD's Facebook page is official with about 600 "likes". The new website will have on-line payment for ambulance bills and SFD merchandise.
- Cottonwood Public Safety Communications Center is making technology advancements to ensure calls are transferred appropriately. Chief Kazian said it has been about 10 years since an Arizona dispatch center closed, and closing SFD's has been an incredible learning process.
- Ground was broken for the 9/11 Memorial last week, and DeTar Construction is hoping to flow mud and concrete on Friday, which will sit for 4 weeks to cure, and then, the structure will be constructed. The project is on schedule and on budget. The fundraising committee has done an amazing job and there may be enough donated funds to pay for the dedication event, future maintenance, and additional ceremonies with no impact to taxpayers. Last week's Vino di Sedona fundraiser was fantastic and made about \$7,700. We are looking towards ending fundraising and preparing the donor names for the Memorial's plaque.
- SFD continues to lead the way on the wildland fire Fireline medic program. There is a wildfire in the Showlow area; SFD apparatus is being used at fires; we will receive about \$125,000 in wildland revenue.

E. Items from Staff:

1. **Update/Information: Workers Compensation Pool.**

Chief Kazian stated a group of fire districts in the State are discussing coming together to manage Workers Comp risk; he has had wonderful discussions with partner agencies with a strong interest to pursue, but there was too much work for many agencies at budget crunch time and it has been tabled for now. We will continue to dialogue with partner agencies for potential Fiscal Year 2018 implementation; however, issues could occur over the next

year that might change the dynamics of the pool. The program could help limit budget fluctuations for Workers Comp and the participating agencies could have more control.

2. Update/Information: Midgley Bridge Safety / Arizona Department of Transportation.

Chief Kazian said the Board approved a letter regarding suicide prevention at Midgley Bridge, as it impacts our first responders. Staff met with the City of Sedona and ADOT a few weeks ago to consider options to make the bridge safer. Although there are restrictions due to the age and design of the bridge, practical solutions are available. Public meetings will be held to discuss options. ADOT is looking for support, and staff may bring information for consensus at our next meeting. Mr. Montgomery commented that SFD asked for help and ADOT is addressing the situation. Mrs. Cooperman thanked Mr. Montgomery for drafting the letter and Mr. Ernster for recommending to whom the letter should be sent. Chief Kazian said better and increased relationships are being developed with the City of Sedona due to this issue.

3. Discussion/Possible Action: Board Resolution #2016-05, Call of Election for Fire Board.

Mr. Montgomery said State law requires the Board have a formal Call of Election to fill two seats in November. *Mr. Ernster moved to approve Resolution #2016-05 for 2 Board vacancies in the November 2016 election; Mrs. Cooperman seconded and the motion was unanimously approved.* Mr. Montgomery noted if the election is uncontested, it would save the district about \$50,000 for the cost of election.

4. Discussion/Possible Action: Proposal by James Vincent Group for financial services beginning July 1, 2016.

Chief Kazian acknowledged Finance Manager Sandi Schmidt, a 30 year employee, is retiring on August 14th. To address the financial needs of the district, staff is considering a proposal to utilize a third party financial services company, James Vincent Group (JVG), which works with various fire districts and departments in Arizona. JVG provides financial services to districts comparable to SFD and staff has talked to other Fire Chiefs about their services. One “con” is not having a person in-house to address issues, but there is the opportunity to have a JVG representative present to give financial reports at Board meetings. Chief Kazian recommends SFD start using JVG on July 1st. As our SFD staff has great talent, we may not have to utilize some of the functions listed in the proposal, which would mean the service would be at a lower cost; Attorney Bill Whittington recommended if we approve the contract to include a professional services addendum. Chief Kazian said this is the firm that recently worked with on the SFD overtime analysis; so, he has established a working relationship with the company.

Mr. Ernster asked Mr. Whittington if the district is required to go through an RFP process for this; Mr. Whittington responded, no. Mr. Soto asked if this would mean a savings for SFD; Chief Kazian said there could be a potential savings of \$75,000 or more over the current Finance Manager because of her length of service and the associated roll-up costs; however, the downside is not having a person on-site. Mr. Soto asked if this would be better than promoting from within; Chief Kazian said that could be part of the future consideration, but also, at some point, SFD would need to assess what skill sets we need – a Finance Manager, CPA, or CFO, or to fill it at the Clerk or Specialist level. Mrs. Cooperman commented it looks like a good thing to try with that kind of savings, but asked if Chief Kazian would be getting facts and figures as quickly as now; he responded he believed so. He said with our current high-level Finance staff, we may not need as much from JVG as other agencies, and we could renegotiate if we feel the need for lesser service. Mr. Montgomery said he remembered when SFD tried outsourcing Human Resources, which was a failure, but understands that HR is more “hands on/face time” than accounting. Chief Kazian agreed that the “people” part of HR made it more complex.

Mrs. Cooperman then moved to approve the proposal for James Vincent Group to start July 1, 2016, and to include the professional services addendum. Mr. Soto seconded and the motion was unanimously approved. Chief Kazian said JVG would be here at the July Board meeting.

5. Discussion/Possible Action: P.O. #10606, utilizing City of Mesa Joint Purchasing Agreement, for \$584,636.65 to Pierce Manufacturing for purchase of a 2016 Impel PUC Pumper RG483.

Assistant Chief Piechura said this purchase order is for the budgeted vehicle replacement of the Station 3 fire engine to replace the 2004 structure engine. We asked our staff how to create value savings, and the Apparatus Committee looked at this issue and came back with ideas for discounts, without which the vehicle would be more

than \$600,000; the vehicle will take 14 months to construct, and is less than the amount budgeted. Mrs. Cooperman said pre-pay discounts save a lot of money, and thanked staff for finding those. Mr. Ernster asked how much is saved by “piggy-backing” with the City of Mesa; Chief Piechura said about \$14,000, over another one with the Houston Galveston consortium. Chief Kazian added that the vendor helped us find the Mesa contract, after first suggesting Houston-Galveston; it created multiple savings, and paints a picture for the Board that staff always looks for savings where we can; he credited the Apparatus Committee for a great job. Mr. Soto asked if this was just the cost of the apparatus itself, and not the equipment; Chief Kazian said yes. Chief Piechura pointed out there is a performance bond, so if Pierce, which is a large corporate group, were to collapse, they would give us the money back or finish the bid. **Mr. Soto then moved to approve P.O. #10606 utilizing the City of Mesa Joint Purchasing Agreement for \$584,636.65 to Pierce Manufacturing for the purchase of a 2016 Impel PUC Pumper and to incorporate the cash prepayment option for \$37,000, and further authorize the Fire Chief to include the material vendor addendum provided by legal counsel; Mrs. Cooperman seconded and the motion unanimously passed.**

F. Item from Board Member Tim Ernster:

1. Update of Shared Services Committee.

Mr. Ernster informed the Board that the Shared Services Committee met on May 23rd in Cottonwood; the Fire Chiefs present talked about issues, with the big one being consolidation of Verde Valley and Clarkdale Fire Districts; the Clarkdale Fire Board has resigned and consolidation will result in one Board; additionally, the Clarkdale Fire Chief will be the Deputy Chief/Fire Marshal for the consolidated district to save taxpayer funds. Chief Kazian said another local action is a Joint Powers Agreement between Camp Verde and Montezuma-Rimrock Fire Districts, which will also result in cost-savings, as well as improve service in many ways; the new district will be called Copper Canyon Fire District. He said the Committee is looking at collaboration on vehicle maintenance and Community Integrated Paramedicine (CIP), as well as other ideas. He said the CIP program is helping look at better ways of pooling resources for better functionality. Also at the meeting, Dave Soto was officially voted in as a Shared Services committee member.

G. Item from Board Chairman Ty Montgomery:

1. Discussion/Possible Action: Appointment of Fire Board Member to fill vacancy.

The Board used ballots to individually rank the candidates #1 through #4, and then, votes were tallied by Mr. Montgomery and Recorder Tricia Greer. Mr. Montgomery said all four candidates were very qualified and he had enjoyed meeting them. He then announced Abraham Koniarsky was unanimously ranked as the #1 candidate. **Mr. Montgomery moved to appoint Abraham Koniarsky to the Governing Board and to seat him at the July Board meeting; Mr. Ernster seconded, and the motion was unanimously approved.**

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

Mr. Montgomery said fees for legal services were \$2,037 for May, and we remain under budget for the year.

IV. FIRE MARSHAL’S SAFETY MESSAGE

Fire Marshal Gary Johnson said the Sedona area could set record high temperatures this weekend; he cautioned all to make sure they are hydrated, wear light clothes and a hat; he said outdoor chores and activities should be done in the morning, but not in the heat of the afternoon. Also, he said when traveling, to make sure to have extra water and keep your vehicle gassed up because in a breakdown, you would need to be prepared.

V. ADJOURNMENT

The meeting was adjourned at 5:30 PM.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

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