



Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
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REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room

Wednesday, July 20, 2016 / 4:30 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Board Present: Ty Montgomery, Chairman; Corrie Cooperman, Clerk; Tim Ernster, Abe Koniarsky – Members

Board Absent: Dave Soto – Excused

Others Present: Fire Chief Kris Kazian; Assistant Chief Jeff Piechura; Division Chief Ed Mezulis; Battalion Chief Dave Cochrane; Finance Manager Sandi Schmidt; Human Resources Manager Betty Johnson; Tricia Greer, Recorder to the Board; Engineer Jeff Scalf; Ambulance Billing Specialist Kris Ahern; Finance Specialist Pam Wester; Gabe Buldra and Tammy Johnson – James Vincent Group; Eileen Koniarsky; Ron Eland – *Red Rock News*; 2 Citizens

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.

Chairman Ty Montgomery called the meeting to order at 4:35 PM and led the Pledge of Allegiance; Fire Chief Kris Kazian asked all to honor the Law Enforcement Officers killed in the line of duty across the nation in the last month, and to remember Dave Soto's family on the loss of his father.

B. Ceremonial Oath of Office of new SFD Board Member Abraham Koniarsky.

Mr. Montgomery administered the ceremonial Oath of Office to newly-appointed Board Member Abe Koniarsky.

II. REGULAR BUSINESS MEETING

A. Consent Agenda – Discussion/Possible Action:

1. **June 15, 2016 Regular Board Meeting and Public Budget Hearing Minutes.**

2. **Purchase Order #10719 to Verde Valley Medical Center in the amount of \$10,197.03 for SFD Ambulances' Drug Boxes.**

Mr. Montgomery moved to approve the June 15, 2016 Regular Board Meeting Minutes and Mr. Ernster seconded; the motion passed unanimously. Mr. Montgomery moved to approve Purchase Order #10719 to Verde Valley Medical Center in the amount of \$10,197.03 for drug boxes for SFD ambulances; Mr. Ernster seconded and the motion unanimously passed at 4 to 0.

B. Public Forum:

1. **Public Comments.**

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

No one requested to speak.

C. Business:

1. **Introduction: James Vincent Group (Financial Services).**

Chief Kazian introduced Gabe Buldra and Tammy Johnson with the James Vincent Group (JVG) to provide financial services to the district. Mr. Buldra and Ms. Johnson have spent the last two days with district finance staff on the transition resulting from the retirement of Finance Manager Sandi Schmidt and to make sure all district reporting remains in place. Mr. Buldra stated JVG has a strong presence in Arizona government financial services – working with 10 fire districts and some municipalities, as the external finance director. They will assist Administration on the financial perspective and also be available to answer questions of the Board; JVG will provide a higher level of oversight, analysis, and disclosure on the financial status of the district.

Mr. Buldra and Ms. Johnson will work closely with district staff and present the monthly finance report to the Board. Mr. Buldra stated the district has had internal controls in place, but not formalized through Board policy; they will provide language for Board approval. Board Member Abe Koniarsky asked how many years JVG has worked with these entities; Mr. Buldra responded they began in the public industry in 2012, and have 100% retention of those agencies through different Boards and Chiefs. Finance Manager Sandi Schmidt stated her meetings with JVG went well and she believes the district is in good hands with this company; she also emphasized SFD staff does good work and has internal controls in place, as indicated by our clean audits. She stated Finance Specialist Pam Wester has the talent and background to handle her accounting and financial responsibilities, and will continue to handle the audit work and journal entries; JVG will take over some of the final steps of the audit work that Mrs. Schmidt has done in the past. Mr. Montgomery congratulated Mrs. Schmidt on her retirement; she said she plans to stay involved with the district as a volunteer with the Sedona Verde Valley Firefighters Charity, specifically on the Dave Ahern Scholarship Committee.

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

a. June 2016 Financial Report.

Finance Manager Schmidt said most entries are done for the fiscal year end; she said we collected at 99.9% for Yavapai County and 99% for Coconino County; our ambulance revenues are at 103% collected, but will continue to increase from payments we will receive in July and August; the district received a large part of the fire billing, but there is still an outstanding amount; the State Forestry must pay within 30 days of receiving a completed and corrected invoice. Finance Specialist Pam Wester is very good about getting invoices out. *Mrs. Cooperman moved to approve the June 2016 Finance Report; Mr. Ernster seconded and it passed unanimously.*

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.**
 - ii. Cottonwood Public Safety Communications Center.**
 - iii. SFD 9/11 Memorial Construction and Dedication Ceremony.**
 - iv. Wildland Fire Activity.**
 - v. Shared Services Committee.**
 - vi. Midgley Bridge Safety Project.**
 - vii. Retirement of Finance Manager Sandi Schmidt/Walk-Out Ceremony.**
 - viii. Hiring of SFD Firefighters.**
- i. Correspondence/Thank You Letters to SFD.**

Fire Chief Kazian reported today has been very busy for local emergency services with extreme weather, a structure fire caused by lightning, a wildland fire, and a couple of backcountry rescues. He will give the details of these incidents at next month's meeting.

He then summarized information on the June 2016 Fire Chief report, as follows:

- SFD had 428 incidents in June showing an increasing number of backcountry rescues. There was a commercial dryer fire at Kachina Point on June 21st; a sprinkler head discharged and crews did a great job containing the fire to the dryer. On June 28th, an open trailer containing landscape vegetation caught fire and was quickly extinguished by crews; ADEQ was involved because of chemicals left from spraying.

- Under Grants, SFD has submitted a request for a Federal regional radio communications grant; a national committee in Maryland will review all the submitted applications; after that, peer reviewers from around the country will go through a manual process, and from there, the best will be sent to the next level. A new ADEQ grant is listed to help limit the significant money being spent on keeping equipment calibrated. There is a submission for a Governor's Highway Safety grant for battery-operated extrication equipment.
- SFD received \$26,000 in donations for the 9/11 Memorial in June. We have exceeded the goal set for the Memorial and have funds for the dedication ceremony on September 11th and for upkeep and beautification of the site. Staff is extremely happy with the hard work and dedication of the 9/11 Memorial Committee. The site itself has the ground concrete poured and crews are beginning the grading; next week, they will begin to put up steel. A dedication challenge coin will be presented to those attending the Dedication ceremony. Chief Kazian acknowledged the generosity of the community in its donations.
- Community Risk Management is busy and doing good work; Firefighter Rick Evans is still on light duty, and helping with fire inspections.
- The Training report includes that Firefighter Jon King received his Bachelor's degree in Interdisciplinary Studies / Emergency Management. Captain Jordan Baker and Engineer Jarret Tarver completed a peer fitness study in Functional Movement System to help make members more agile and reduce injuries.
- B Shift helped with a behavioral health class and the Firefighter Charities provided lunch for a group of family members affected by Firefighter suicides.
- Our re-developed SFD website was up and running as of July 1st, but continues to be a work in progress.
- The Cottonwood Public Safety Communications Center is making good progress on getting through technology issues and providing a better structure to communicate.
- In wildland fire activity, we have six Firefighters at the Fuller Fire on the north rim of the Grand Canyon. We also have two single resources at the Lava Mountain Fire in Wyoming. Chief Mezulis said we are providing a rapid extrication module (firefighters trained in both TRT and wildland fire), which is an extension of the Fireline medic program piloted by SFD; it is rapidly becoming a national representation of how it should look; the intention is to afford the capacity of wildland fire to rapidly extricate wounded firefighters.
- In the last fiscal year which ended June 30th, SFD billed \$1,037,000 to the Federal and state governments for wildland services, of which 80% is for salary reimbursement; including the \$20,000 for the Slide Fire reimbursement and the \$222,000 received this year, we have \$240,000 in revenue from wildland and had only budgeted \$55,000.
- The Shared Services Committee will have another meeting soon, and is looking at opportunities.
- Update on Midgley Bridge: Chief Kazian and Mrs. Cooperman attended a meeting at the City of Sedona with Arizona Department of Transportation, where the design of the fencing for the Bridge was unveiled. A chain link-type fencing material is proposed to be mounted on the bridge structure; there are challenges to the project, since Midgley was built in the 1930s. The material must be open because of the wind blowing through it. Due to its age, the lower span of the bridge cannot be obscured. Mrs. Cooperman said it was a good meeting and she was interested because it seemed that an intent suicidal person could possibly get around the chain link; there was discussion about wrapping it around to prevent people from access. Chief Kazian said emergency providers would be able to access the high point for rescue situations, and the bridge would not be absolutely foolproof. SFD is talking with ADOT to make sure we have access and can use to rappel for rescues. He said he may need to come back to the Board for approval of a formal resolution.
- Sandi Schmidt Retirement: SFD has been honored and blessed to have dedicated people, such as Finance Manager Sandi Schmidt, as employees; Sandi was hired by SFD in 1986 – and has navigated through the years with the district; after 30 years of service, she has decided to retire. Mrs. Schmidt brought the finance department from where it was to its current status; he said we will miss her as a friend, colleague, and a person. Chief Kazian announced there will be a formal walkout ceremony next Thursday, 7/28/16, at 3:00 PM at Station 1. The Board thanked Mrs. Schmidt for her service.

Chief Kazian asked Human Resources Manager Betty Johnson to update the Board on the hiring process for Firefighters. Mrs. Johnson said staff is in the midst of finalizing and hiring 5 firefighters with 3 to start on August 1st; the candidates are going through a psychological screening and background checks; 2 more Firefighters will be hired on September 12th. Chief Kazian said there are 2 vacancies now, with a third “in the hopper”, as well as a

few injured Firefighters; the 3 Firefighters will help to get our staffing up, and will go through 2 weeks of orientation and be ready to be on-the-line around October 1st; he said we could have more vacancies and retirements coming up soon; he said we will be creating a new hiring list in January.

D. Items from Staff:

- 1. Discussion/Possible Action: Board Resolution #2016-06, Bank of America Payroll Account removing Sandi Schmidt and adding Betty Johnson; Board Resolution #2016-07, AmTrust Bank - Account removing Sandi Schmidt and adding Betty Johnson.**

Mrs. Cooperman moved to approve Resolution #2016-06 to add Betty Johnson to the Bank of America payroll account and to remove Sandra J. Schmidt, Mr. Koniarsky seconded, and the motion unanimously passed. Mrs. Cooperman then moved to approve Resolution #2016-07 to add Betty Johnson and to remove Sandi Schmidt from SFD's New York Community Bank (AmTrust) account; Mr. Koniarsky seconded and the motion was unanimously approved.

- 2. Update/Presentation: EMS Report / Community Integrated Paramedicine Update.**

Division Chief Ed Mezulis updated the Board on EMS matters; he said all EMS equipment purchases over the last six months are operational and updated with manufacturer's recommendations. SFD is participating in a State data study with Zoll monitors along with two other agencies in Arizona and already receiving feedback. SFD has started to roll out its 2016 EMS goals and improving QA. Crews will get instant feedback on how they are providing medical care during cardiac arrests in a non-punitive and learning way, using technology whose purchase was approved by the Board. He said the next step is looking at how we do Electronic Patient Care Reporting; in 2007, we were one of the first in the State to implement the system, and now, from an integrative standpoint with records, dispatch, etc., that technology needs to be reviewed to determine if the product is the best one for the job. Chief Kazian had directed Chief Mezulis to look at all records management, and he brought in 5 vendors to help us decide which will work best and have both Operations and our IT section involved.

Chief Mezulis said during the last past couple of months, activity in the Community Integrated Paramedicine (CIP) program has been light. Recently, a crew identified a patient being discharged who needed a walker, so they went beyond the call of duty and purchased one for her with their own money without expecting reimbursement, and then, found out a charity through Northern Arizona Healthcare would reimburse the crew for the walker. Chief Mezulis participated in sessions regarding CIP last week at the Arizona Fire District Conference; SFD is continuing to look at more programs for our community. As a participant in the cardiac arrest study, SFD received a discount on cardiac monitors saving \$30,000 to \$40,000.

Mrs. Cooperman said she was impressed by the Green Valley Fire District CIP program presentation at the recent Arizona Fire District Association conference; they have four part-time nurse practitioners who not only go to visit patients' homes if the firefighters ask for follow up, but are also consumer driven, with residents able to request a home visit if they are unable to leave their homes; the CIP team provides a portable lab and the ability to take x-rays. Mrs. Cooperman understands that is currently beyond the scope of our fire district, but believes it could be an area for the Verde Valley shared services committee to consider. Chief Mezulis is continuing to try to right size how our CIP should look. Chief Kazian said he appreciates Chief Mezulis' work in the CIP program.

- 3. Discussion/Possible Action: Update of Fire Marshal Process; Addition of Senior Fire Inspector and Deputy Fire Marshal positions to amended SFD Salary Scale.**

Chief Kazian said Fire Marshal Gary Johnson was previously set to retire in January 2016, then July of 2016, and now, has agreed to stay until January 2017 after we were unsuccessful at hiring a qualified individual for the Fire Marshal position, as well as being unable to find a Fire Inspector. Chief Kazian said we are now looking at ways we could use a shared service model for Community Risk Management. Human Resources Manager Betty Johnson is considering options and pricing and staff is excited for the opportunity. We would need four positions for this model including Deputy Fire Marshal (which we previously used) and Senior Fire Inspector, and have amended the most recent salary scale to include them. He is meeting with Copper Canyon and Verde Valley Fire Districts to discuss ideas; this will not necessarily save money, and may be more, but would provide additional services, and if we decide against this endeavor, SFD may need to add a third person in CRM. We have a

significant need to enhance our ability to complete fire inspections, even though Fire Marshal Johnson works hard to try to get all the inspections done. Fire Chief Terry Keller of Copper Canyon is presenting this idea to his Board tomorrow to see if they are interested, and we will need to do more financial leg work to present to our Boards. Mr. Ernster asked, since it could end up costing more, are there sufficient funds in the salaries' budget; Chief Kazian responded there is due to the Finance Manager leaving, since we have gone from a full year salary to contract with the James Vincent Group. He said based on our financial findings, we will be working in the budget, and it may slightly delay the start of the possible program.

Mr. Montgomery said his understanding is staff is not looking for any final decision tonight, and as we have seen for years, shared services are the way of the future, and with the recent district mergers in the area; this is an opportunity to share personnel, if it falls within what we can legally do; he questioned who would have the liability of the employee. Chief Kazian said if the employees fell under SFD's "umbrella", we would need an agreement with the agencies, and to be careful the shared part is clearly delineated. He said there could be similar opportunities in other areas, such as Training and IT to be more efficient, successful, and streamline our operation. Mrs. Cooperman stated Sedona has grown, and has more buildings to be inspected, as well as older buildings which may have outdated electrical circuits; she said we need to be adequately staffed and this idea may be a way to accomplish that. Chief Kazian said, hopefully, this concept for Fire Marshal would operate at a strategic level, rather than "hands on" as Fire Marshal Johnson has had to do with short staffing. Mr. Koniarsky stated sharing services could be an excellent way to make sure we are getting whatever we need in our district. Chief Kazian said he would keep the Board updated on this process. ***Mr. Montgomery moved to approve the 2017 salary scales, as presented; Mr. Ernster seconded and the motion was unanimously approved. Mr. Montgomery then amended his motion to include the revised Fiscal Year 2016/2017 salary scales, as presented; Mr. Ernster amended his second, and the amended motion was unanimously approved.***

4. Discussion/Possible Action: Memorandums of Understanding for IAFF Local 3690-Sedona Chapter and Administration/Support Employees Association.

Chief Kazian said there were great discussions with both labor groups to address concerns of the organization; both groups came to the table understanding solutions and he highlighted a few items in the MOU: the trend neutralizer initiatives in healthcare, which has a huge impact on our costs without reducing benefits and will compound over the years; salary adjustments – staff and labor worked to better apply the salary steps and removed some inapplicable ones from the scale; increased the paramedic stipend for Firefighters, but not Engineers or Captains; uniform adjustment, and elimination of the alternate contribution for those in the Public Safety Personnel Retirement System DROP program resulting in a good end leave liability reduction. The initial budget presented was reduced between \$500,000 to \$600,000 through creativity and a little work. Mrs. Cooperman said that was a nice summary, and added that the salary adjustments are of 1% and 3%, depending on steps. Chief Kazian stated these are two-year MOUs, and we plan to meet quarterly with labor and leave a possible COLA open in July 2017, as that is the Board's decision; we will see where Social Security is on COLA.

Chief Kazian stated Local 3690 is represented tonight by Jeff Scalf, as Chapter President Greg Eberlein could not attend. From the Administration and Support Employees Association, we have representatives Pam Wester and Kris Ahern. Chief Kazian asked if there were any questions from the Board regarding the MOUs. Mr. Ernster recalled this item has come up several times during the recent budget process; Chief Kazian agreed and said the same items previously discussed during Executive and public sessions are included. Engineer Jeff Scalf stated Local 3690 appreciates the willingness of the Chiefs and Board to listen to ideas and work out issues; he feels these were very successful negotiations and looks forward to the future. Chief Kazian said we have a Board Resolution from a past Board that provides for the MOU and the Meet and Confer concept; he believes it is important for all parties to understand this right is Board-provided and helps us to maintain relationships. Mrs. Cooperman commented it took a lot of hard work to create the MOUs and the Board is aware and appreciative of the collaboration in creating them. ***Mr. Montgomery moved to approve the Memorandums of Understanding with ASEA and IAFF Local 3690, as submitted, effective 7/1/2016 to 6/30/2018; Mr. Ernster seconded and the motion was unanimously approved.***

E. Item from Board Chairman Ty Montgomery:

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

Mr. Montgomery noted the district closed out the fiscal year legal bills at \$39,000, which was well under budget.

III. FIRE MARSHAL'S SAFETY MESSAGE

Chief Kazian said Fire Marshal Johnson is at a fire investigation tonight. Chief Kazian reminded the public that although there are beautiful parts of the day during monsoon season, the weather changes instantly, and large amounts of water can begin to run through washes; he asked everyone to pay attention, while hiking or in other recreational activities and to be safe. Mrs. Cooperman commented on a safety issue when we have big thunderstorms or other weather-related issues when electricity goes out, is people may not be able to open their garage doors – as some do not have handles for manual lifting; she stated we should all know how to safely exit our homes, if the electricity is out.

IV. ADJOURNMENT

The meeting was adjourned at 5:57 PM.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

:tg