



Sedona Fire District

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

REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Wednesday, August 17, 2016 / 3:30 PM

~ MINUTES~

I. CALL TO ORDER/ROLL CALL

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

Others Present: Fire Chief Kris Kazian; Fire Marshal Gary Johnson; Finance Manager Gabe Buldra - JVG; Human Resources Manager Betty Johnson; Tricia Greer, Recorder to the Board; Finance Specialist Pam Wester; Bill Whittington, Attorney; Families and SFD crews of new Firefighters – Nicholas Granada and Richard Winn

Board Chairman Ty Montgomery called the meeting to order at 3:30 PM. *He then moved to go into Executive Session pursuant to ARS §38-431.03(A)(3) legal advice and ARS 38-431.03(A)(4) instructions to attorney in contemplated litigation regarding the demand letter received on August 1, 2016; and ARS §38-431.03(A)(3) legal advice and ARS 38-431.03(A)(7) consideration of position and instruct representatives regarding negotiations for purchase, sale, or lease of real property on location, placement, and acquisition for operational needs. Board Member Dave Soto seconded and the motion unanimously passed.*

II. EXECUTIVE SESSION

A. Vote to go into Executive Session pursuant to:

1. ARS §38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(4) Instructions to Attorney in Contemplated Litigation regarding:
 - a. Demand Letter received on August 1, 2016.
2. ARS §38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(7) Consideration of position and instruct Representatives re: Negotiations for Purchase, Sale or Lease of Real Property:
 - a. Location, Placement, and Acquisition for operational needs.

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

III. REGULAR BUSINESS MEETING.

A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.

Mr. Montgomery reconvened the public session at 5:15 PM and led the Pledge of Allegiance; Fire Chief Kris Kazian asked all to honor the 8 Law Enforcement Officers including a Tucson Sector Border Patrol Officer and the 9 Firefighters killed in the line of duty across the nation since our last Board meeting. Mr. Montgomery then discussed Executive Session items, as follows:

- Item #1 – *Mr. Montgomery moved to execute the agreement with Jackson Lewis and have the attorneys proceed as directed in Executive Session. Mr. Ernster seconded and the motion unanimously passed.*
- Under Item #2, *Mr. Montgomery moved to direct the Chief to proceed as discussed in Executive Session in an amount not to exceed \$5,000; Mr. Soto provided a second and the motion was unanimously approved.*

B. Badge-pinning Ceremony of new SFD Firefighters and new Fire Inspector.

Chief Kazian introduced new SFD Firefighters receiving badges today and gave the Oath of Office, as follows:

Richard Winn – He was raised in Apache Junction and graduated from high school in 2007; he enlisted in the US Navy 2009 and was stationed in San Diego where he received a Navy/Marine Corps achievement medal for streamlining and refining the aviation maintenance capabilities onboard his ship. Richard achieved his Associates degree in May 2016 and obtained a certificate in firefighting operations; he has volunteered for several social service providers in his community; his wife Josie pinned his badge along with their infant son, Gideon.

Nick Granada – He is from Flagstaff and worked as a Forestry Technician for four seasons and was an EMT at the guidance center. Nick has met requirements for his Associates degree and will receive his diploma in December and plans to continue education towards a Bachelors degree at NAU; he enjoys Lake Havasu for fishing and time on the water with his parents and younger brother; Nick loves carpentry and metal working. His father, Joel, pinned his badge.

Rick Evans – Chief Kazian announced the promotion this month of former Firefighter Rick Evans to the position of Fire Inspector; Rick has worked on B Shift at SFD for the last 13 years, and prior to that, he was with Cottonwood Fire, Tusayan Fire District, and Williams Fire. In 2015, Fire Inspector Evans received a commendation for his crew’s actions in a significant car accident and also is proud of his work in the Slide Fire. He is approaching his new position in a cost conscious way; his former supervisors said he has a “can do” attitude and is always looking to improve processes. For the last few months, Rick has worked in the Community Risk Management division while on light duty. His wife, Susan, pinned his new badge; they enjoy sky diving.

C. Consent Agenda – Discussion/Possible Action:

- 1. July 20, 2016 Regular Board Meeting Minutes.**
- 2. Purchase Order #10791 to Walker and Armstrong, LLP, for the Fiscal Year 2015/2016 annual audit in the amount of \$19,000.**
- 3. Purchase Order #10211 to Arizona Office Technologies for a 36-month lease for 4 printers in the amount of \$25,073.59.**
- 4. Purchase Order #10792 to MES of Tempe AZ for Employee Uniforms in an amount not-to-exceed \$50,000.**

Mr. Montgomery asked if anyone wanted to pull an item from Consent Agenda to discuss, but as information was provided in the packets of information, there was no such request. *Mr. Montgomery then moved to approve the Consent Agenda, as presented; Board Clerk Corrie Cooperman seconded and the motion unanimously passed.*

D. Public Forum:

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

No one requested to speak.

E. Business:

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

Finance Manager Gabe Buldra (with the James Vincent Group) explained the new format of the monthly Fire Report and asked the Board to give him input on items they may want to see presented differently. He then presented a PowerPoint program. (The Finance Report is available on-line at www.sedonafire.org.) Mr. Buldra included and ensured all statutory requirements were satisfied in the report.

On the July report, tax levy revenue for the month was \$73,829 and budgeted for the month was \$62,521, so there is an overage of \$11,209, which is due to timing on historical collections. Non-tax revenue for July was \$240,360, which was over budget by \$59,897, with ambulance revenue being the predominate reason for the variance. Total expenses for July were \$1,485,831 which was under budget by \$197,493 and pointed out payroll accruals are attributed to this savings. He wants to work with the district to identify trends in monthly expenses so that next year, we can develop a true yearly budget. He pointed out there is no year to date on the charts because July is the beginning of the fiscal year. Mr. Buldra went through each page of the report. There were no questions by the Board on the financial report. Mrs. Cooperman commented she would like to continue receiving graphs clearly showing revenues and expenses.

Mrs. Cooperman moved to approve the July 2016 Finance Report, as presented; 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. **Cottonwood Public Safety Communications Center.**
 - ii. **SFD 9/11 Memorial Construction and Dedication Ceremony.**
 - iii. **Wildland Fire Activity.**
 - iv. **Shared Services Committee.**
 - v. **Midgley Bridge/ADOT.**
 - vi. **Hiring of SFD Firefighters.**
 - vii. **SFD Fire Board Election.**
 - i. **Correspondence/Thank You Letters to SFD.**

Chief Kazian discussed the following from this month's report:

- 378 calls for the month, which shows we are trending ahead of last year and expect to have close to 4,500 calls for the year.
- Under Significant events, in July, there was a considerable thunderstorm with lightning causing a structure fire at a \$100,000 loss, a swiftwater rescue, and multiple EMS calls in a short period of time. As discussed in his monthly Fire Chief article in the newspaper, SFD has a significant amount of risk in our jurisdiction.
- Under Grants, SFD received a denial letter for the Governor's Office of Highway Safety grant for which we applied, but we have been quite successful over the last few years in receiving these and will continue to apply for future ones.
- CRM section is having continuing success and increases in efficiencies. Plan reviews are increasing and of interest, is a piece of property on Oak Creek off Lower Red Rock Loop Road with 38 parcels for sale. With growth, our assessed value will increase, but there is a two-year lag time for the properties to hit the tax roll.
- In Training, he highlighted high risk helicopter training, as our personnel must be qualified to be able to utilize this resource; it is time consuming and not inexpensive, but a valuable tool, when needed, for rescues. SFD has two helicopter-qualified Firefighters per shift. Captain Mark Rippey completed his Wildland Engine Boss Task Book. Captain Josh Wells, Engineer Ryan Fischer, Firefighter Greg Eberlein, and Firefighter Matt Fischer all completed the Captain's Task Book.
- In Wildland, several SFD personnel are on wildfires in the West, with Captain Pat Ojeda taking a crew today to California for significant fires there. This has been a very heavy wildland season, and SFD will have met our budgeted revenue amount by the end of August. Our community experienced a nearby wildland fire, the Point Fire, caused by lightning; all personnel had to be helicoptered into the location.
- The Cottonwood Public Safety Communications Center has been streamlining efforts for significant communication improvements; Assistant Chief Jeff Piechura is handling this for SFD and Chief Kazian is impressed with the quick progress being made.
- 9/11 Memorial Dedication on Sunday, September 11th is being planned; Chief Kazian thanked the 9/11 committee members for their continuing efforts. The event will start with a community lunch at Noon, followed by a special ceremony at 1:00 PM. Chief Piechura is working on an incident action plan to coordinate the event. Invitations are being sent to all donors and organizations in the community.
- A Walkout Ceremony for retiring SFD Captain Paul Lindfors will be held on Tuesday, August 30th at 9:00 AM at Station #1. Captain Lindfors began as a volunteer at SFD and has given great service over the last 20 years. Chief Kazian said the district wishes him the best in his retirement, although he will continue to work as a Nurse at Sedona Emergency Center.

- Chief Kazian is trying to coordinate a Shared Services Committee meeting for next week.
- Midgley Bridge Update – Chiefs Piechura and Kazian recently met with ADOT and they are ready to start the project shortly. While working through procurement, ADOT found a smaller grid fencing which will provide better safety protection. They talked to ADOT engineers about still allowing SFD a high access point for rescues underneath the bridge.
- New Firefighters are ready to go having participated in two week orientation, and we will utilize this procedure for new Firefighters beginning in October.
- Fire Board Elections – the deadline for candidates to pull packets and submit petitions was August 10th to be on the ballot; only incumbent Board Members Dave Soto and Tim Ernster submitted their paperwork; if there are no formal write-in candidates, the election will be canceled by the county.

F.Item from Board Chairman Ty Montgomery:

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

Mr. Montgomery noted Mr. Whittington’s legal bills for July were \$1,800.

IV. FIRE MARSHAL’S SAFETY MESSAGE

Fire Marshal Gary Johnson noted the lightning today and the large amount of lightning strikes during the last few weeks with one hitting a home and causing damage. He urged residents and visitors to use extreme caution when hiking and enjoying the outdoors, as mornings can be nice, but clouds build up in the afternoon. He pointed out some lightning myths, such as crouching down to avoid being struck – this is untrue because crouching does not make you any safer from lightning; instead, try to get into a building or a hard-topped vehicle. He asked all to check weather forecasts before going outdoors.

V. ADJOURNMENT

The meeting was adjourned at 6:17 pm.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

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