



~ These Minutes were approved by the Board on 2/25/15. ~

# 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, January 28, 2015 / 3:00 PM – Executive Session with Public Session to Immediately Follow

~ MINUTES ~

### I. CALL TO ORDER/ROLL CALL

**Board Present:** Ty Montgomery – Chairman; Corrie Cooperman – Clerk; Scott Jablow, Nazih Hazime, Diane Schoen – Members

**Staff Present:** Kris Kazian – Fire Chief; Scott Schwisow – Division Chief; Buzz Lechowski – Division Chief; Gary Johnson – Fire Marshal; Sandi Schmidt – Finance Manager; Tricia Greer – Executive Assistant/Recorder

**Others Present:** Steven Tait – Walker & Armstrong; 13 Citizens

### II. EXECUTIVE SESSION

A. **Vote 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 regarding the following issues:**

1. **Sedona Regional Communications Center IGA; Dispatch Options.**
2. **Powell Workers' Compensation.**
3. **PSPRS Legislation Modification; and**

B. **Pursuant to ARS §38-431.03(A)(3) Legal Advice; ARS 38-431.03(A)(4) Instructions to Attorney; and ARS §38-431.03(A)(5) Negotiations with Employee Organizations regarding the following issue:**

1. **District Meet and Confer.**

*Board Chairman Ty Montgomery 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 regarding the Sedona Regional Communications Center IGA; Dispatch Options; Powell Workers' Compensation; and PSPRS Legislation Modification; and pursuant to ARS §38-431.03(A)(3) Legal Advice; ARS 38-431.03(A)(4) Instructions to Attorney; and ARS §38-431.03(A)(5) Negotiations with Employee Organizations regarding District Meet and Confer. Board Clerk Corrie Cooperman seconded, and the motion unanimously passed at five to zero. At 3:03 PM, the Board went into Executive Session.*

### III. REGULAR BUSINESS MEETING

The Board reconvened the Public Session at 5:10 PM.

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 led the Pledge of Allegiance. Division Chief Buzz Lechowski asked all present to honor the memory of the 8 Firefighters and 18 Police Officers, including Flagstaff Police Department Tyler Stewart, who lost their lives in the line of duty across our nation since the December Board meeting.

Mr. Montgomery then moved up the Station 6 sign agenda item, so the citizens wishing to speak could do so.

**Under "Items from Staff":**

1. **Discussion/Possible Action: Station 6 Fire Danger Signage.**

The following citizens addressed the Board:

Raymond Scott, Sedona: *I am the Exalted Ruler and/or President of the Sedona Elks Lodge 2291 located up on Airport Road. One of our concerns is when we receive... first of all, the handout that I gave is just a compilation of some of the things that the different service organizations do in the City of Sedona, and for the fire and police departments. One item that I did not get on that list, is the Masonic Lodge; they help the Elks Club in the Clothe-a-Child and they give awards out to the fire and police and they support the airport by using the lodge as a meeting place and they also cooperate with the Marine Corp League. And one of the things that was really shocking to us when the fire department was proposed and built – Number 6 – is that our sign that has been there since... it's kind of a historical sign because they were all three put in the 70s some time and, you know, they are kind of dear to our hearts for what they do for the City of Sedona. And when we found out they were going to be relocated, I assumed that they would be relocated on the property, but what that really meant was they were going to be relocated to some other property, and we found out through the City Ordinance that we're not allowed to relocate to another property because they are remote signs of our different lodges that we have. So, we are kind of stuck and we really do need to keep our signs, our medallions at that location, and we really kind of like this design over here, if at all possible, and the support of the Fire Board would be greatly appreciated. Thank you.*

Robert O'Donnell, Sedona: *I appreciate the work the fire department does because in 2012, I did have to call 911 and have them take care of my wife, and she passed away 2 ½ days later, but I was impressed by the work they did. But, my concern tonight is related to the sign, is the sign grandfathered to be where it is as it is, and as you already heard, the issue is that if it gets modified or moved, it may not match the current City Ordinances, so that they may say, sorry, but you can't even put that sign up. It is a much nicer looking sign – this rendition that we have on the right, but it may be the City will say, I'm sorry, but you can't have that sign at all and so, all of the sudden, all the service organizations disappear from that sign. How much they help get people to visit our clubs, I don't know, but our clubs do help in various ways – the fire department – and various people in the City of Sedona. So, my concern is to help each other, we need to keep that sign the way it is. I certainly would love to have it enhanced, but I don't think we can with the current City Ordinances. So, I would like to plead with you to do more research before saying, no, we are going to remove the sign and because of current ordinances, the sign is just going to disappear. So, that's my main concern. And, like I said, about the grandfathering, that sign was there, I presume, before the fire department owned this property and thus, is there any kind of grandfathering or easements that allow that sign to be there and it shouldn't be moved. I don't know that. I'm not sure if the research has been done, so I am asking the Board to make sure that research is done and make sure that before anything is decided, that the proper information is found. Thank you.*

Mr. Montgomery gave some background, and stated SFD sent letters to all the organizations whose names were on the sign in front of Station 6, asking for input and who owned the sign, but we did not hear back from the organizations. We then moved forward building Station 6 with no understanding of who owned the sign, or who would maintain it, which fell to us because it was on our property. Then, again, in December, SFD sent letters regarding the sign, and since this was discussed at the last meeting, now the clubs are coming forward. Mr. Montgomery said SFD wants to do the right thing, and commented the old sign is “rickety” and has not been updated. He said Station 6 is in an area with nice homes, and we would not want to put up a sign that does not look appropriate to the area. This is the first time we have had the chance to see the architect's vision for the sign, and having won multiple architectural awards for the station, they have an interest in making sure it looks good. He opened the floor for Board discussion, and stated he would like agreement with the organizations to create a location to allow their names to be represented, and allow SFD to have the fire danger sign; our mission as an organization is to make sure the community is aware of safety situations, such as burn bans, and if we can help the community service organizations and accomplish our mission, he stated that was a “win/win”.

Fire Chief Kazian stated the City Ordinance called “Existing/Non-Conforming” does apply, but because SFD is a governmental entity, we have the ability to take the sign down and reassemble it, according to the City Attorney. He said the issue is which sign, what kind of sign and esthetics, and to what expense are we and the civic groups willing to consider. Chief Kazian said LEA Architects drew the three renderings, but we need consensus on which design or option. He said the proposed rendering has connectivity between the fire danger

sign and the civic sign, but they could be placed on separate bases. Chief Kazian sketched an example of “W ledges”, which would have a similar feel to the current sign with the medallions.

Mr. Montgomery said governmental organization’s fiduciary requirements prohibit gifting the civic organizations a sign on our property; however, we can provide space for the groups’ sign. Mrs. Cooperman stated she liked the initial sign emailed to the Board that clearly shows the level of fire danger for our citizens and visitors. Mrs. Cooperman said the other sign sent to the Board caused her concern because the civic organizations’ emblems were embedded in the same base as the fire indicator sign in the same style, implying the organizations are part of the Sedona Fire District; she would like the civic groups’ sign to be separate and visually different, perhaps more like Chief Kazian’s sketch. She wondered if other organizations in town would request space if we allow these six organizations a sign on SFD property; she is concerned about the precedent being set, and yet, honors the historic preservation of the civic groups’ representation.

Chief Kazian met with three of the six organizations today, and general consensus was to maintain the longstanding history of the six international organizations on the old sign, even though other wonderful local groups contribute much to the community. He said if one of the organizations was to no longer be in existence, there would either be a blank spot on the sign, or the opportunity for a similar organization. He said these particular groups are a “mainstay” for signs in entryways of many cities across the country.

Board Member Scott Jablow stated his agreement with Mrs. Cooperman’s points; he likes the concept of separating the two signs, and feels it is important to have these organizations’ meeting times and dates. He suggested changing the Smokey the Bear face with SFD’s logo. Chief Kazian said the sign would be partially funded through a grant from the Arizona Community Foundation, some of which was raised by the Slide Fire photo exhibit put on by the two Rotary Clubs in Sedona. Board Member Nazih Hazime said he is happy to keep the six organizations represented on the property, and likes the fire danger sign with Smokey the Bear, as it clearly is understood by the public. Board Member Diane Schoen commented as everyone knows, she was not in favor of any sign, but compromise is important and she will accept the smaller Smokey the Bear image; she believes the connected signs make it appear the organizations meet in the station, so she believes they should be separated, and the organizations should financially help.

Mr. Montgomery asked Attorney Bill Whittington if we were to proceed with two signs, would that present a problem in “gifting” the organizations. Mr. Whittington said there are legal cases allowing this type situation for the benefit of the public, such as hospitals, but unfortunately, non-profits are not public, and it is hard to know if, for example, the Kiwanis rise to that level even though they provide an important community service; he said there has been litigation where Courts found city donations to a hospital served the public, and the rule is if a governmental entity allows someone to use its property, they must charge fair value; there is no case law that speaks to the issue of service clubs on government property; Mr. Whittington said many cities have these type signs on their right-of-ways and do not charge for it. Mr. Montgomery asked if SFD could enter an agreement with the organizations to rent the space, for example, for \$1 a year. Mr. Whittington replied SFD could rent it to the groups, but the rule is it should be rented for fair value; however, he said you could exchange it for services of comparable value, such as fundraisers. Mrs. Schoen said the handout they received clearly shows the public service provided by the organizations.

Chief Kazian said staff’s recommendation would prefer to not enter a rental agreement, as this is a symbiotic relationship with the clubs, and he believes they are willing to enter a Memorandum of Understanding assuring the maintenance of the sign. Chief Kazian said the grant was submitted and funding is moving forward; staff would work with the architect to finalize the design; he is in favor of building both signs at the same time, so we do not end up having disparate materials and quality. He said staff would need to make sure the signs get done and the organizations could reimburse SFD for the costs; Mr. Montgomery clarified he wants to make sure the organizations understand the costs before proceeding; Chief Kazian said the organizations will go to their respective Boards to explain the costs, agree to the design, and pay their share, and have this ready to report back to the Fire Board at next month’s meeting; he said the clubs’ sign would be one-sided at an angle to the road; he also stated grant funding would not pay for the base of the sign, but will help with the design of the project. Chief Kazian said staff would like authorization to engage with LEA for the design and specifications

and then go to bid to, hopefully, have pricing to present to the Board at the February meeting, as well as the proposed sign for the civic groups, with their respective Boards' approval to build the signs in March before fire season. Attorney Whittington commented he believes the consensus language should reference the district being willing to facilitate the other groups, and he is not sure grant money could be used for that purpose. Mr. Montgomery said we could make arrangements for the civic clubs to pay for their share. *He then moved to go forward with the fire danger sign per LEA, as recommended, and authorize Chief Kazian to spend up to the Fire Chief's spending authority within the grant, and also with facilitating the sign for civic neighbors; a second was provided by Mrs. Schoen, and the motion was unanimously approved.*

Mr. Montgomery then moved to the Financial Audit Agenda item (III.E.1):

**E. Business:**

**1. Discussion/Possible Action: Financial Audit Presentation of FY 2014 by Walker & Armstrong.**

Chief Kazian introduced Steve Tait with the auditing firm, Walker and Armstrong. Mr. Tait said copies of the SFD audit completed for Year Ended June 30, 2014 were sent via email to the Board, and hard copies are available. He said his firm's responsibility is to report directly to the Board on the results of our audit, and the Board's duty to oversee the process each year. The firm is required to report any changes in accounting principles or practices related to the district; there is one new accounting standard effective for the district this year. It is under items previously reported as assets and liabilities, statement #65, which has a minor effect on financial statements, basically moving revenue into a different classification called "Deferred Inflow of Resources". Mr. Tait said accounting estimates are embodied in the financial statements; the significant account estimate with which they deal with the district, has to do with depreciation of capital assets, estimated over useful lives of those assets, and depreciated accordingly, on a straight-line basis. He said SFD's accounting records were in order and staff was cooperative in providing requested information. He said there were a number of adjustments to report, some having to do with converting from a fund accounting basis to an overall financial position. He said they had no disagreements with management, who were responsive in connection with the audit; they also supplied a written representation, stating the financial statements presented to the Board are consistent with their understanding of the assets and liabilities of the district and they are not aware of anything that needs to be corrected or adjusted, as related to the financial statements.

Mr. Tait referred to pages 1 through 3, expressing the opinion that SFD financial statements are fairly stated in accordance with Generally Accepted Accounting Principles; they are satisfied that within all material respects, the financial statements were properly reported. He said on pages 4 and thereafter, is a management discussion and analysis. Mr. Tait referred to page 7, the comparative analysis on a summarized basis of the position of the fire district at June 30, 2014, compared to the prior year; he said total assets of \$17.9 million in 2013 were down to \$17.3 million; in the aggregate, there has been a decrease in overall assets and the primary reason for this decrease has to do with depreciation of capital assets caused by the construction of Station 6 to move cash on hand at June 30, 2013, which is why the capital assets increased and current resources decreased. The net equity – assets less liabilities – and \$9.8 million is invested in capital assets; the balance is unrestricted monies available for use by the district of almost \$3.2 million. In comparison of 2013 to 2014, overall revenues of \$13.6 million versus \$12 million with total expenses of \$14 million versus \$13.9 million, and the decrease in net position, but Mr. Tait asked the Board to keep in mind that part of the decrease in net position in the current year is inclusive of depreciation, and if not for that, SFD would have shown a surplus for this most current fiscal year. The actual financial statements on pages 11 and 12 follow what has been reported.

Mr. Tait said the general fund had \$3.8 million of assets, total liabilities of \$451,000, and the deferred inflow of resources, which is the previously mentioned change in accounting principle, of \$426,000; this is not a true liability as it has to do with the timing of when that revenue can be recognized. The net total fund balance is \$2.9 million in the General Fund as of June 30, 2014. The Capital projects fund is carrying about \$1.3 million in cash. Mr. Tait pointed out the capital outlay – construction of Station 6 and other capital additions during the year – was \$3.2 million, and if not for that, it would have been a break-even for the year. Mrs. Cooperman asked about the long term liabilities of end of service pay for vacation and sick leave; Mr. Tait responded they are part of the liabilities on page 11, but if not due in the current year, are not on page 13; he referred the Board

to page 23 to a note disclosure describing long-term liabilities. He said Note 1 is the accounting policies with no changes from the prior years, other than the one new statement implemented; he said particularly of note is the capital asset on page 22 showing the beginning balance, increases, and outlay of capital assets of \$3.4 million and total depreciation of all assets for the year of \$958,000.

Mr. Tait said there is quite a bit of disclosure about retirement plans, which is required but it is not having a real impact on financials other than those commitments for the plans. He referred to page 29, and the comparison of the actual expenditures on a fund basis of the general fund compared to final budget of the year; overall, SFD's net expenditure over revenues showed a positive of \$538,000 for the year. Chief Kazian referred to the \$2.921 million and commented it was part of the Board's general fund; Mr. Tait agreed and said that was the balance in the general fund as of June 30, 2014; Chief Kazian said that means there is \$2 million set aside for Board projects and the \$921,000 is carryover to offset taxes; Mr. Tait said that is a surplus accumulated over the years. Mr. Tait asked the Board to refer back to page 13, where the general fund is broken down, and of the \$2.921 million, \$108,000 is non-spendable, tied up in prepays – expenses paid in advance – and \$357,000 is treated as being committed, having to do with the current amount for debt service, and the balance is \$2.455 million and of that, on July 1<sup>st</sup>, the Board agreed \$2 million would be set aside for the Board to write warrants.

Mr. Tait said they issued a report on internal controls, and basically, one matter was reported, having to do with the reconciliation of accounts for auditing purposes. The auditors are encouraging the district to be able to provide adjusted balances at auditing time, and to the staff's credit, they met with Walker and Armstrong, and actually implemented recommended plans to improve. He said the objective is when we come to do the audit, that all accounts should be reconciled and adjusted in the district's records, and not the auditors to come in and correct any part of that – even to the point of staff being able to generate the needed financial statements; he said that will take time, but they can provide training and facilitate understanding of what needs to be done, and to be careful, as auditors, they are not doing the mechanics of accounting services, and auditing their own work.

***Mr. Montgomery moved to accept the Annual Financial Audit for Fiscal Year 2014, as submitted; a second was given by Mrs. Cooperman, and the motion was unanimously approved.***

Mr. Montgomery then proceeded to the Agenda items, as listed.

**A. Discussion/Possible Action: Follow-up for Executive Session Items:**

**1. Sedona Regional Communications Center IGA; Dispatch Options.**

Mr. Montgomery directed staff to review multiple options secondary to financial concerns and other issues, as discussed in Executive Session, and to bring back alternatives for the February Fire Board meeting.

**2. Powell Workers' Compensation.**

Mr. Montgomery commented the Board needs to discuss this item; Chief Kazian commented this is pursuant to Arizona Revised Statute 961 under Workers Compensation for benefits allotted for the first six months of injury and Board action is needed if an extension is chosen. Mr. Montgomery summarized that when we have an employee out on disability, at six months, the Board has the legal responsibility to make a decision as to whether the district will continue to fund the employee's portion of the pension contribution; he said it has nothing to do with the employee's employment status, medical benefits, etc., but only the employee's portion of the pension. Chief Kazian said ARS 961 states the employer will pay the employee's portion of the pension, as well as any medical benefits for employee for six months. The Board must then decide whether to continue that payment for up to another six months, but at 12 months, it stops by law and reverts to the organization's leave policy. Mr. Montgomery said this has highlighted whether the Board should set a district policy. He said this is an emotional and difficult discussion.

Division Chief Scott Schwisow said this affects not just pension, but accruals of vacation and sick leave, and how our policy applies; ARS 961 states employees do not use or accrue leave during the six months, and after that, would revert to the policy. Mr. Hazime commented the employee had 12 months of coverage from the first episode, and then came back to work, with a subsequent recurrence, and has now been off for almost another six months. Attorney Whittington said the Board must articulate a decision on this specific case, but may also

consider the adoption of policy for future use. Mr. Montgomery said the goal is limiting a potential unlimited liability for the district; Chief Kazian said it is not unlimited as it would end, by law, at 12 months. Chief Schwisow said part of the law is not clear on what happens with a relapse of a disability; so now we are at six months and following the law for a new case, at six months, the Board could choose to extend the pension contribution for another six months. Chief Kazian said the Board needs to decide if they will extend the time for the firefighter currently out, as well as to direct staff and counsel to create a policy; he said the Board is not obligated to fund more than six months, but has the option to do so for twelve months.

Mr. Montgomery said this has underscored the lack of law addressing recurring injury; this case involves an employee who was previously given 12 months of payment, and has had to go off on leave again; he commented this has nothing to do with the individual, but rather the Board considering its fiduciary responsibility for ongoing liability. Mr. Hazime said if the Board did not extend for another six months, the only financial obligation of the district that would stop for this employee would be the employee's portion of the pension contribution. Mr. Montgomery commented that if the individual was working, he would be paying his contribution to the pension, and SFD would continue to pay the employer portion of the pension contribution; Chief Kazian said that is currently at 20.71%, and additionally, we are now paying the employee contribution of approximately 12%. Mr. Montgomery clarified this is not about any of his other benefits, it is about the employee portion of the pension.

Mrs. Cooperman asked if the employee was making more than normal during this period of his leave; Chief Kazian replied he is not earning more money, but is not having to expend the cost of pension, so his take-home pay is increased. Chief Kazian said although the law provides no information about injury reoccurrence, the organization decided to cover it in the interest of taking care of our employee and possible costs of litigation, but now the Board must make the decision to extend the benefit for six months. Mr. Hazime said in this case, the employee is going on 18 months of the district covering the employee portion of pension. Mrs. Cooperman said the district did cover the pension cost of his first year of disability; her thought is to extend the coverage for six more months, but also to direct staff to set a policy, so this does not become a precedent; Mr. Montgomery added a policy would also prevent the Board from having to make a decision on an individual basis, and whether to set it at six months or always to pay for 12 months.

Mr. Jablow said the Board is being asked to make a decision for this individual, and being as the coverage has been paid for going on 18 months, if we were to stop or cap the benefits in February, his sick/vacation leave accruals would "kick in", and he would have monetary protection; he said although he is not happy with it, there does come a time when the Board has to stop the liability to the district. Mr. Hazime asked about his accrual amounts, and Chief Kazian stated we would have to look those up, but the employee did use quite a bit of his balances last time; he said we have policies in place for other employees to donate sick leave which would take him through some of his needs. Mr. Hazime commented he is eligible for medical disability; Chief Kazian said that would be for the PSPRS Local Pension Board to consider, but it is an option to exercise. Mr. Montgomery said he could then access his pension. Chief Kazian stated if the Board decides to stop the 961 provision, two-thirds of the employee's time would come from Workers Comp and one-third through his leave accrual, but noted he would still be taking home a full paycheck – the question is whether the employee pays his pension contribution or the district does, but nothing else would change with the employee status or benefits; he said over a six month period, this represents about \$19,000 to the district.

Mr. Montgomery said at this point we must make a decision and he believes his fiduciary responsibility is to stop the payment. Chief Schwisow commented the motion would be, as per the law, to not renew the ARS 38-961 provision beyond six months. ***Mr. Montgomery so moved, Mr. Jablow seconded, and the motion passed with Mr. Montgomery, Mr. Hazime, Mr. Jablow, and Mrs. Schoen voting in favor, and Mrs. Cooperman against.*** Mr. Montgomery then directed staff to work with Attorney Whittington to create a policy.

### **3. PSPRS Legislation Modification.**

Mr. Montgomery stated there was nothing to report on this item.

### **2. District Meet and Confer.**

*Mr. Montgomery moved to direct Chief Kazian to proceed as discussed in Executive Session regarding Meet and Confer issues; Mrs. Schoen seconded, and the motion passed unanimously.*

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

**1. December 10, 2014 Regular Board Meeting Minutes.**

*Mr. Montgomery moved to approve the Consent Agenda, as presented; Mrs. Schoen seconded, and the motion unanimously passed.*

**C. Public Forum:**

**1. Public Comments.**

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

There were no requests from the public to address the Board under Public Forum.

**D. Business:**

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

**a. November 2014 Bank Reconciliations.**

**b. December 2014 Financial Report.**

Board Member Nazih Hazime thanked staff for its open door policy and for staff's help. *Mr. Montgomery moved to approve the November 2014 bank reconciliations, and the December 2014 Financial Report, as presented; Board Member Scott Jablow seconded, and the motion was unanimously approved.*

**3. Monthly Staff Report – Fire Chief Kris Kazian.**

**a. Call Summary for Month and Year to Date.**

**b. Calls by Still District Summary for Month and Year to Date.**

**c. Emergency Response Times Summary for Month and Year to Date.**

**d. Regional Communications Center Dispatch Activity for Month and Year to Date.**

**e. Update of Special/Significant Activities and Incidents.**

**f. General Update of Recent SFD Activities, Happenings, and Events.**

**i. CIP Update.**

**ii. Human Resources Manager Update.**

**iii. SFD Annual Report.**

**iv. Sedona Marathon.**

**v. AFDA Conference.**

**g. SFD Training Report.**

**h. Community Risk Management Update.**

**i. Donations to SFD.**

**j. Update of Grant Activity.**

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

Fire Chief Kris Kazian then presented his monthly report and significant events. He pointed out the “payment in kind” came from a local business, National Payment Solution, for SFD’s credit card machine; a portion of the net profits made by the company are donated back to SFD.

SFD ended the year with 4,143 incidents, the largest call volume in its history; this was about a 250 call increase from last year. He said this means an increase in revenues for ambulance billing. Chief Kazian pointed out the overall response time year-to-date decreased from 6:11 in 2013 to 5:58 in 2014. Mrs. Cooperman said she understands the lower the response time goes, the harder it is to reduce the time further. Chief Lechowski commented as ambulance volume increases, in theory, efficiency should decrease; so, this response decrease is more impressive. Chief Kazian said crews are getting to the apparatus quickly and making a big difference.

Under Training, Chief Kazian noted the Blue Card training continues, conferences were attended, and SFD held behavioral health training for suicide prevention with great attendance. Chief Kazian stated that Fire Inspector Kevin Sullivan has been attending public information officer classes, and the Community Risk Management section had 1,146 inspections in 2014 compared to 862 in 2013 with about \$3,000 increase in permit fees. He also noted new construction projects. He said under Grants, the Board would see some of those listed as being

received and fulfilled and will be removed next month. The Arizona Community Foundation grant was about \$12,000 in money collected and SFD wrote the grant for \$20,000 for the wildland fire danger sign and the public service announcement, and the full \$20,000 was funded. He said the Regional Communications Center dispatch ended up being down a little for total calls in 2014, but less agencies are part of the Center.

Chief Kazian then addressed specific listed items. He noted under Community Integrated Paramedicine, Battalion Chief Ed Mezulis took care of our first CIP patient in the district; there is only one other patient currently in the Verde Valley. The Human Resources Manager hiring process application deadline has closed with 13 applications; we are working with an HR consulting firm and will cut that number down to the top six applicants to proceed to the assessment center in February with the goal to have a new Manager starting in March. He stated Executive Assistant Tricia Greer will soon begin work on the SFD Annual Report, which will now be a calendar year report, rather than a fiscal year as in the past. He noted this weekend's Sedona Marathon is expecting about 3,000 runners. The Firefighter testing will be held this Saturday to establish a new hiring list. The Arizona Fire District Association Conference was held last week, and four of the five Board members attended; it was an excellent conference and well run. He commented on the thank you notes received and included in the packet. Chief Kazian informed the Board the Fire Chief's report will be providing information based on new parameters for 2015 and better tracking of the types of incidents to which we respond.

**E. Items from Staff:**

**2. Discussion/Possible Action: Station 6 Fire Danger Signage.** *(Discussed earlier in the meeting.)*

**3. Discussion/Possible Action: Purchase Order #9279 in the amount of \$23,498.28 for Governor's Office of Highway Safety Grant-Funded Technical Rescue Equipment.**

Division Chief Buzz Lechowski stated this is a purchase to fill an existing need from a grant of the Governor's Office of Highway Safety for technical rescue equipment. He said SFD has reaped the benefit of these GOHS grants for several years; this is for high angle rescue equipment for each first-out fire truck at every station, preventing the need to wait for technical rescue equipment to access patients in motor vehicle accidents. This grant does not require matching funds from SFD; Chief Lechowski said the parameters of this grant require all purchases to be from American manufacturers, and currently, some of the equipment we use is not; he recommends approval with the understanding staff will mitigate this situation. *Mrs. Cooperman then moved to approve PO #9279 in the amount of \$23,498.28 for the grant-funded purpose of technical rescue equipment; Mr. Hazime seconded, and the motion unanimously passed.*

**4. Discussion/Possible Action: Purchase Order #9520 in the amount of \$25,781.85 to United Fire for 12 Sets of Turnouts.**

Chief Lechowski said this is a purchase order for turnouts, and every year, SFD purchases 12 sets under the same bid year to year; he commented SFD is very fortunate to be able to do this, and it continues to be a great deal, if approved. *Mr. Montgomery then moved to approve PO #9520 to United Fire for turnouts in the amount of \$25,781.85, a second was given by Mr. Jablow and the motion unanimously passed.*

**5. Discussion/Possible Action: Purchase Order #9278 in the amount of \$13,000.04 for Five-Gas Monitors with HCN Capabilities and Related Equipment.**

Chief Lechowski stated this grant fulfills a need for atmospheric monitors for both personnel and public safety; this equipment is capable of sensing and alarming for preset amounts of chemical or explosive toxins in the air. Our current equipment is at end-of-service-life, and their sensors costs \$1,200 per monitor to replace the sensors; the new ones have longer warranties, and a test station. He said currently we have four-gas monitors, but this model includes sensors for a fifth gas – hydrogen cyanide, which is attributed to the majority of firefighter cardiac arrests. Chief Lechowski said the grant we received was \$12,264, and the total purchase is \$13,000.04, with a difference of \$736.04 funded by SFD. Mr. Montgomery asked from which account those funds will come, and Chief Lechowski responded from HazMat Equipment Under \$5,000 and is in the budget. *Mrs. Cooperman then moved to approve PO #9278 in the amount of \$13,000.04 for five-gas monitors; Mr. Hazime seconded, and the motion was unanimously approved.*

**6. Discussion/Possible Action: Purchase Order #9593 in the amount of \$25,812.83 to Tescro Technologies Inc. for Federally-Mandated Upgrade to Telecommunications Equipment.**



Division Chief Scott Schwisow stated this purchase order is necessary for federally-mandated narrow banding and is budgeted; it is for a test monitor needed for the Telecommunications section to complete their job, and is budgeted under GSA pricing. *Mrs. Cooperman moved to approve PO #9593 to Tessco Technologies for telecommunications equipment in the amount of \$25,812.83, Mr. Jablow seconded, and the motion was unanimously approved.*

**5. Discussion/Possible Action: Approval of the Purchase Order for the Wildland Public Safety Announcement Funded through a Grant with the Arizona Community Foundation.**

Chief Kazian said SFD wrote for the Arizona Community Foundation grant for \$20,000, some of those funds were raised through the Rotary Clubs in Sedona for the Slide Fire photography event, which is now being presented at the Flagstaff museum with post-fire pictures. There is a need to create awareness in wildland fire safety for our area – one of which is the wildland fire safety indicator at Station 6, and the remainder of that grant will be used for wildland mitigation including a public service announcement specific to Sedona’s climate and fuel types. The Board does not need to approve this purchase order as it is below the Board’s approval limit, but will be signed by a Board Member. He said SFD is currently working with the City of Sedona for clean-up days in addition to the annual “Canyon Clean-Up” at Station 4. He thanked Fire Inspector Kevin Sullivan, Battalion Chief Jayson Coil, Captain PJ Lingley, and others working on this project; he believes it is a great opportunity to make an impact on wildland fire.

**6. Update: Keep Sedona Beautiful Award of Excellence for Design/Architecture of Station 6.**

SFD was selected for the Keep Sedona Beautiful architectural design in excellence award of 2014 for Station 6 at a luncheon on Saturday; Board Clerk Corrie Cooperman accepted on the organization’s behalf. She said this was a very nice award ceremony, and KSB presented a short video of the attributes of the station’s sustainability and architectural beauty. Chief Kazian said the award will be showcased at Station 6, and commented that Mrs. Cooperman spoke at the award ceremony and stated this local award is special to have garnered from our community and the appreciation for what our Fire Board approved and constructed.

**F. Items from Board Chairman Ty Montgomery:**

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

Legal fees from Attorney Bill Whittington were \$465 for December 2014.

**2. Discussion/Possible Action: Format and Timeframe for Fire Chief’s Annual Evaluation.**

Mr. Montgomery said he would have various options for Board discussion of the format for the Chief’s annual evaluation for next month, and March is the time frame for the evaluation. Mrs. Schoen noted the HR Manager would be here in March and could have input, although that might be too late for this year’s evaluation.

**IV. FIRE MARSHAL’S SAFETY MESSAGE**

Fire Marshal Gary Johnson pointed out he likes to remind the public of lessons learned, and during the recent snow storm, a tourist staying at a cabin in Indian Gardens in Oak Creek Canyon noticed something did not look right around the flue of the woodstove, and the next morning, a large wasp nest was discovered in between the inside and outside of the pipe; when the flue got hot enough, it caused a heat transfer into the insulation; fortunately, the crews were able access it through the roof, and one of the neighbors provided a piece of plywood and plastic to seal the roof to prevent further damage due to the snowy conditions. Fire Marshal Johnson said a few days later, he was called to a small fire at a Chapel area home caused by a pack rat building a nest behind a built-in wood stove. He said when the weather is cold, the number one cause of fires is heating devices. He asked all to be proactive and vigilant if something does not “look right”, and give SFD a call.

**V. ADJOURNMENT**

The meeting adjourned at 7:00 PM.

*Original signed by Corrie Cooperman*

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Corrie Cooperman, Clerk of the Board

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