



Sedona Fire District

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REGULAR BOARD MEETING

Station #3 – 125 Slide Rock Road – Village of Oak Creek – Training Room
Wednesday, October 22, 2014 / 4:30 PM – Public Session

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Board Present: Ty Montgomery – Chairman; 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; Ed Mezulis – Battalion Chief; Sandi Schmidt – Finance Manager; Jeremy Harris – User Support Lead Technician : Brent Johnson – Firefighter; Nicole VanDemark - Telecom. Specialist; Dave Cochrane – Battalion Chief; Kevin Sullivan – Fire Inspector; Brittany Gould – Telecom. Specialist; Dottie Oliver – Benefits Specialist; Carla Dufort – Administrative Specialist/Recorder
Others Present: William R. Whittington – Attorney; 7 Citizens
Absent: Corrie Cooperman - Clerk

Board Chairman Ty Montgomery opened the meeting at 4:30 PM.

II. 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 led the Pledge of Allegiance and Division Chief Buzz Lechowski asked all to honor the 6 Firefighters and 5 Police Officers from around the nation who lost their lives in the line of duty last month. Chief Lechowski requested that everyone please keep Tricia Greer and Travis Powell in their thoughts and prayers.

B. Consent Agenda – Discussion/Possible Action:

1. September 24, 2014 Regular Business Meeting Minutes.
2. September 24, 2014 Executive Session Minutes.

Mr. Montgomery moved to approve the Consent Agenda, as presented, a second was provided by Ms. Schoen and the motion unanimously passed.

C. Public Forum:

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

There were no requests to speak.

D. Business:

1. Presentation: Property Tax Issue brought up by Concerned Citizen at September Board meeting.

Chief Kazian gave a Power Point presentation on “Understanding Your Tax Bill” (attached). After the presentation, Chief Kazian read a letter of apology from Dick Fishel, who spoke at the September Board meeting regarding concerns to his recently received tax bill (letter attached).

2. Discussion/Possible Action: Review and Approval of September 2014 Financial Report.

Chief Kazian pointed out the expenditures are at 20.5%, which is under for the year, and ambulance revenue is up for the year. The auditors will be in town next week to complete an audit as per our requirement.

Mr. Montgomery moved to approve the September 2014 Financial Report, a second was provided by Mr. Hazime, 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. **Special/Significant Activities and Incidents.**
- f. **General Update of Recent SFD Activities, Happenings, and Events.**
 - i. **Ebola Update/Preparation.**
- 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.**

Chief Kazian highlighted significant events from the monthly report including a small kitchen fire and a couple of small brush fires. He went on to explain that we are working on a report for EMS assignments and inter-facility transports, both are up substantially and with the canyon closed most of the summer; one would expect to have a decrease in calls. Chief Kazian stated they have met with the hospital regarding inter-facility transports and are trying to figure out why there has been an increase. He hopes to have more information on what this means to us at a service level and the effects on our ability to be ready for the next call. Chief Kazian also pointed out that next month these calls would be tracked by the unit. He noted that the average response time for September was 5:37 and for August, it was 5:54, which was down from July. He explained the MDT project would reduce the response times even more. Chief Kazian remarked we are doing a lot of training relative to things such as Ebola preparedness. We received a \$600.00 scholarship for training at the State Fire Schools and we had two people attend an Incident Safety Officer class in Phoenix, which is the first time this class has been held in Arizona. Chief Kazian commented he attended a class in California on Fire Service Leadership, which had people from around the country. Brittany Gould has completed her EMD training and is doing well in Dispatch. Training Officer Michael Duran received his bachelor's degree and Community Risk Management (CRM) has been busy with 40 more inspections this year compared to September of 2013. Chief Kazian also noted Linda Coyner from Admin has been assisting a great deal in CRM, which has been a big help and shows how we have been allocating resources, thus keeping his promise to make us the best of the best. He went on to say there are some new construction projects, which also helps to increase revenue. Chief Kazian went over donations and grants and pointed out a \$1300.00 grant for a scholarship in the Arizona Wildfire Academy, which should allow approximately twenty-two students to participate in the class. Chief Kazian noted we are awaiting vendor bids on a grant for \$26,000.00 for technical rescue equipment and we have received a grant for \$12,264.00, which will provide five monitors for hydrogen cyanide, which is one of the larger killers in fires. Chief Kazian also noted that with the new hires in Dispatch, they should be back up to speed soon.

E. Items from Staff:

1. Discussion/Possible Action: Human Resources Professional position.

Chief Kazian stated back in 2009 we had a HR Manager position and when that person left, we decided to have our Benefits Specialist, Dottie Oliver, take over all of the HR functions. This has worked to a degree but typically, at one hundred employees, as per our HR Consultant, MSEC, there are usually two HR specialists. We are unable to handle the complexities that we have at this time. Chief Kazian explained he has requested to allocate the money saved by not having an election, \$49,160.00, to the HR budget. This will allow us to move towards filling an HR Manager position with the skills we need to run our organization. Our current HR person

would like to go to a more part time position thus allowing more funding for this position. Chief Kazian explained that at this time, he doesn't know what the pay range will be for the person hired. It will depend on the qualifications of the candidates interviewed for the position. The goal is to hire a team player that will benefit the district. Chief Kazian explained he would like to get someone to start in January if possible. Mr. Montgomery asked if this was something Chief Schwisow was doing currently. Chief Kazian stated Chief Schwisow oversees Telecom, Administration, Fleet and HR. Chief Schwisow will continue to oversee HR but we are hoping to be able to bring things that have been outsourced back in-house. We have done a great job but we have had to bring in many people in-house to do this. Carla is brought in, and Tricia helps and so does Finance. Chief Schwisow stated we tried to do this to save money, but an audit of the position made it clear this was not working for an agency of our size. Mr. Hazime complemented staff on the effort and Mr. Jablow inquired how staff would go about filling the position. Chief Kazian stated he would like to do this in-house using various websites and other avenues. He commented the goal is to get a highly motivated, team player. We will begin with a statewide search and may work with a consultant on the interview process. Mr. Jablow requested a minimum stay for the position suggesting that if they leave, they should incur some of the expenses. Mr. Whittington stated he has seen this but with varying degrees of success. Mr. Hazime clarified that for this year we will use the money saved from elections and then look at the budget for next year. Chief Kazian stated when budgeting for the next fiscal year this amount would be included and noted that a consultant would be used to structure the process, which may consist of HR people from other districts to be on a panel. Chief Kazian stated that Dottie Oliver has done an amazing job and this is no reflection on her, the organization needs an HR Manager.

Mr. Hazime moved to approve the request to authorize the Fire Chief to seek an HR Supervisor for SFD and to reallocate the funds in budget item 63320 in the amount of \$49,160 to the HR budget 302 to cover FY 15 costs, 49160 to HR budget to cover this year costs, a second was provided by Mr. Jablow and the motion was unanimously approved.

2. Discussion/Possible Action: Labor/Management Agreements.

- a. SFD Board Resolution #2014-05, Regarding Labor/Management Process.**
- b. Memorandum of Understanding for IAFF L-3690 Sedona Chapter – FY 2015.**
- c. Memorandum of Understanding for Admin./Support Employees Association – FY 2015.**

Chief Kazian stated this is a momentous opportunity because the current MOU is expired and he is proud of the product he is presenting to the Board. It is a model going forward and he feels that in the future we will be able to change what was discussed in meet and confer. Chief Kazian stated he wanted to thank all of those that worked hard on these documents and he recommended approval of them. Mr. Jablow asked for clarification regarding section 4 letter I – “The Fire Board may accept, reject, or modify those areas of the agreement within the purposed MOU and may take whatever action they feel appropriate with regard to any areas of impasse. Consistent with Fire Board policy, final action of the Fire Board shall constitute the MOU for physical year and fiscal year and shall be binding not appealable”. Mr. Jablow stated he would like some clarification of this section because of the actions of prior Boards this could be a problem with future Boards. Mr. Whittington stated this gives the Governing Board a heavy hammer. Mr. Jablow commented that future Boards might take an unnecessary heavy hand thus removing the negotiating in good faith. Mr. Whittington clarified that Mr. Jablow's concern was more political than legal, and this provision is legal. Mr. Montgomery stated the Governing Board has final say and above that are the voters or the courts. Chief Kazian stated if the Board decides to take away a benefit, the MOU requires us to try to come back with a solution before benefits are arbitrarily cut. Mr. Hazime stressed that all sides agree with this MOU. Mr. Jablow expressed concern regarding the termination section of the MOU where it contains a provision permitting the Governing Board to terminate the MOU with notice in the event the Board determines it is appropriate to do so. Chief Kazian stated all of Mr. Jablow's concerns do require a process and we will continue to work on all the pieces of wages, benefits and working conditions in the meet and confer process. All parties that were present came up to sign the MOU.

Mr. Montgomery moved to approve Resolution #2014-05 and 2014-15 IAFF 3690 and ASEA MOU's as presented, a second was provided by Ms. Schoen and the motion was unanimously approved.

3. Discussion/Possible Action: ADOT-Required Highway Signage for SFD Fire Station No. 6.

Chief Schwisow stated part of the ADOT permitting process for the road cuts requires us to change two signs. One is the One-Way sign as you pull from the parking lot and the other is changing a sign from a No U-Turn to a No Left Turn/No U-Turn sign. The other is a Fire Station sign and Do Not Block sign, while these are not a requirement it does make sense to have these signs as well. We want to access contingency funds for this project because we were not aware of this requirement when we built the station. We sent a request for proposal to the four ADOT approved contractors and we received three back. The lowest bid is what we chose. We are looking for approval for \$3,750.00 for all the signs. The permit is at ADOT and they will handle the traffic and installation of the signs. Mr. Jablow stated the No Left Turn sign would generate a lot of push back because people will have to go to the round about to turn into the neighborhood. Chief Schwisow pointed out this is now an ADOT requirement but he will verify this to be sure.

Mr. Jablow moved to approve the installation of the ADOT approved signage for Station 6 by Abbco Sign Group in the amount of \$3,750.00 to be taken from contingency, a second was provided by Mr. Montgomery and the motion was unanimously approved.

4. Discussion/Possible Action: Geographical Information System Services Intergovernmental Agreement.

Chief Kazian stated we provide, as part of our SRCC process, GIS services to other agencies and we have an opportunity to increase our revenue with this IGA. We expect up to \$30,000.00 in revenue from this. Our customers are in agreement with this change. Once our Board approves it, our customers will take the IGA to their Board for approval. This will take place in the next budget year and help to offset costs.

Mr. Jablow moved to approve the GIS IGA as presented, a second was provided by Ms. Schoen and the motion was unanimously approved.

5. Discussion/Possible Action: Purchase Order #8840, in the amount of \$39,797 to Blue Card Command for the Hazard Zone Incident Management/Blue Card Training (Grant-related item).

Chief Lechowski stated this is grant funded and we are asking for permission to spend the money to launch the program. The district will benefit with standardized training from an Incident Command standpoint. This integrates incoming companies with the same verbiage and thought processes from initial actions upon arriving on scene, which has been a struggle in the past. This will give us a template to train everyone across the board so we are all on the same page with verbiage and common expectations. This will become the standard for all incoming employees and it provides us the opportunity to become a training center as well. We will get 58 of our most senior staff in the full program, which is 50 hours of online training and then a three-day simulation lab, which is 100 simulations in three days. After the initial training, we will be able to do training in-house. The hardware and software are included in the price. Our share is \$8,207.00, which is 10% of the grant. This includes backfill for those taking the training. This can become a revenue source because we can charge to train as well. Chief Kazian stated we would look to become a regional training center for this program. Chief Schwisow stressed this program will also assist in the promotional process. Mr. Montgomery clarified that the motion was for \$39,797.00; we have to spend the money first to be reimbursed by the grant after the scope of work is met.

Mr. Hazime Moved to approved PO#8840 in the amount of \$39,797 to Across the Street Productions/Blue Card Command for the Hazard Zone Incident Management/Blue Card Training, a second was provided by Mr. Jablow and the motion was unanimously approved.

6. Discussion/Possible Action: Adopt 2015 SFD Fire Board Meeting Calendar.

Chief Kazian stated we are trying to plan into 2015 and believe we have identified any challenges. The June meeting may have to be moved due to AFDA Conference.

Ms. Schoen moved to adopt the proposed 2015 SFD Fire Board Regular Meeting Calendar, as discussed, a second was provided by Mr. Hazime and the motion was unanimously approved.

F. Items from Board Chairman Ty Montgomery:

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

Mr. Montgomery stated this was a big month but we are still on track as far as budget goes.

2. Reminder: Due to the holiday season, the November 2014 Fire Board Meeting will be held on Wednesday, November 19, 2014; and the December Fire Board Meeting on Wednesday, December 10, 2014.

Mr. Montgomery reminded everyone about the changes in dates for the November and December Fire Board Meetings.

III. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Johnson stated that last night he had a call from dispatch regarding a fire. The smoke detector was missing the battery and the dog alerted the occupants to the fire. He reminded everyone to check their batteries and asked if they or someone they know needs a smoke detector checked to please call the fire district.

IV. ADJOURNMENT

The meeting adjourned at 6:25 PM.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

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