



~These Minutes were approved on 12/16/15.~

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, November 18, 2015 / 3:30 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Board Present: Ty Montgomery – Chairman; Corrie Cooperman – Clerk; Tim Ernster, Scott Jablow, and Diane Schoen – Board Members

Staff Present: Kris Kazian – Fire Chief; Scott Schwisow – Division Chief; Gary Johnson – Fire Marshal; Ed Mezulis – Division Chief; Jane Witt – HR Manager; Tricia Greer – Recorder to the Fire Board; Firefighter Sam Frye and his SFD Crew

Others Present: Attorney Bill Whittington; Family of Firefighter Sam Frye; Staff Members from Cottonwood Public Safety Comm. Center; 2 Citizens; Ron Eland, *Red Rock News*

As Board Chairman Ty Montgomery was late to the meeting, Board Clerk Corrie Cooperman called the Session to order at 3:30 PM. She deferred the Pledge of Allegiance until the 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.**

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 Re: Local 3690 Stickers on Fire Apparatus.**
2. **ARS §38-431.03(A)(1) Personnel Matter; ARS §38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(4) Instructions to Attorney Re: Fire Chief's 360° Evaluation.**
3. **ARS §38-431.03(A)(3) Legal Advice and ARS 38-431.03(A)(4) Instructions to Attorney Re: Butler EEOC Matter.**

Mrs. Cooperman moved to go into Executive Session pursuant to ARS §38-431.03(A)(3) for legal advice; ARS 38-431.03(A)(4) for instructions to attorney; and ARS 38-431.03(A)(1) for personnel matters regarding the listed matters; Board Member Scott Jablow seconded, and all Board Members voted in favor (5 to 0).

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

Mr. Montgomery called the public session back to order at 4:55 PM and led the Pledge of Allegiance; Division Chief Scott Schwisow asked all to honor the memory of two Firefighters and nine Police Officers who gave their lives in the line of duty across the nation, as well as those individuals who perished in recent terrorist attacks, since our October Board meeting. Mr. Montgomery deferred the Executive Session items until after Mr. Ernster's Oath of Office.

III. REGULAR BUSINESS MEETING

A. Oath of Office Ceremony for Newly Appointed Board Member Tim Ernster.

Mr. Montgomery gave the ceremonial Oath of Office to newly appointed Board Member Tim Ernster, who was officially sworn into office last week.

Mr. Montgomery then went to Executive Session Item #1 and moved to direct Attorney Whittington as instructed in Executive Session; Mrs. Cooperman seconded and the motion unanimously passed.

Mr. Montgomery introduced Item #2 of the Executive Session, and *moved to schedule a Special Board meeting with Human Resources to further discuss the results of the 360 degree evaluation; Mr. Jablow seconded, and the motion was unanimously approved.* The Board then discussed options for scheduling and tentatively set the meeting for Monday, 12/7/15.

No action was taken on Executive Session Item #3.

A. Badge-Pinning Ceremony for New SFD Firefighter Sam Frye.

Chief Kazian introduced new SFD Firefighter Sam Frye and his family; his wife, Kate, was formerly a SFD dispatcher; his two sons, Dagwood and Lincoln, attend school in Sedona. Chief Kazian then administered the Oath of Office to Firefighter Frye, and his sons pinned his badge. SFD will have two more new Firefighters in January to replace vacancies in the ranks.

B. Discussion/Possible Action: Appointment of Additional Board Member to Shared Services Committee.

Chief Kazian stated as Mrs. Cooperman was unable to participate on the committee; the Shared Services Committee would like two Board Members from each agency in the Verde Valley for quorum issues; meetings are typically held once a month on Tuesday or Wednesday mornings. Mrs. Cooperman said another possibility is to wait to fill this appointment until January, as Board Member Scott Jablow has stated his intention to resign from the Board. Mr. Montgomery recommended for now, to wait to make this appointment – not for a lack of interest in shared services, as it is a great concept – but rather, for holiday scheduling; if there is a meeting to be held in December, Mr. Jablow will attend.

C. Consent Agenda – Discussion/Possible Action:

1. **October 21, 2015 Regular Board Meeting Minutes.**
2. **October 21, 2015 Executive Session Minutes.**

Mr. Montgomery moved to approve the Consent Agenda, as presented; Mr. Jablow seconded, and the motion was unanimously approved.

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. **October 2015 Financial Report.**

Finance Manager Sandi Schmidt commented SFD is right on track for where the budget was anticipated to be. She said staff had not received payroll account information from the bank in time for the Board packets, but did email it to the Board before the meeting. She said SFD had its annual audit this month, which went very smoothly; the results will be presented at the January 2016 Board meeting. *Mrs.*

Cooperman then moved to approve the October 2015 Financial Report; Mr. Jablow seconded and the motion unanimously passed.

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. **Update of Special/Significant Activities and Incidents.**
 - e. **General Update of Recent SFD Activities, Happenings, and Events.**
 - i. **Chief's Response to Community Member from 10/21/15 SFD Board Meeting.**
 - ii. **Results of OSHA Inspection.**
 - iii. **Trend Neutralizer Biometric Screenings for SFD Employees.**
 - iv. **2015 SFD Strategic Plan Roll-Out.**

- v. **Implementation of Video-Conferencing Program.**
- f. **Community Risk Management Update.**
- g. **SFD Training Report.**
- h. **Donations to SFD.**
- i. **Update of Grant Activity.**
- j. **Correspondence/Thank You Letters to SFD.**

Chief Kazian gave the monthly report to the Board, as summarized below:

- SFD is projecting to have 4,400 calls in 2015 – about 250 more than last year; we are tracking about 80 interfacility calls monthly; newly appointed EMS Division Chief Ed Mezulis monitors this trend closely and as EMS is SFD’s biggest issue, we also have a staffing committee working on how it will affect our long term ability to respond and maintain service.
- The response times were up slightly last month, some of which may have been caused by the transfer of data to FireHouse during the dispatch migration; staff is going through all the data to make sure errors were not made; Chief Kazian added that SFD will transition away from average response time to fractile response time as the preferred metric.
- There were eight backcountry calls compared to five last year.
- SFD responded to a significant I-17 accident as Auto Aid with Montezuma-Rimrock Fire District.
- Crews attended the 28th Safe Trick or Treat Halloween in Uptown and gave away 2,400 glow stick necklaces for visibility supporting the theme, “Be Seen/Be Safe”.
- In the Grant update, SFD got the videoconferencing equipment installed and operational; this interconnects all our stations and other departments in the Verde Valley and northern Arizona for training purposes; SFD’s portion of the grant is about \$9,300, and taxes of \$8,000 on the equipment.
- The Firefighters Union donated \$500 for the 9/11 Memorial.
- Community Risk Management showed an increase of 142% over last year in inspections, but Fire Marshal Gary Johnson explained it was due to the annual Sedona Airport inspection, requiring several days of staff time for walk-throughs; Fire Marshal Johnson stated his best wishes for former-SFD Fire Inspector Kevin Sullivan, who recently accepted the Deputy Fire Marshal position in Bend, Oregon.
- The new Chipotle’s restaurant is scheduled to open on 11/30/15 in Uptown in a building that has been vacant since 2000; Tlaquepaque North construction is moving forward, and the renovated Whole Foods Market is also progressing; a new market has recently opened in Uptown.
- Firefighter Phil Bruglio finished probation.
- In Training, Guardian Air held helicopter exercises for SFD; live fire training was held at an old building at Slide Rock Lodge; Advanced Technical Rope was presented; SFD hosted a one-day conference for Arizona Fire Service Administrative Professionals; we received a grant for 20 days of Wildland Fire Academy training – a \$1,300 value; Chief Mezulis attended Microsoft Excel training.

Chief Kazian responded to the concerns expressed at last month’s meeting by citizen Joy Moore regarding the decision to migrate to the Cottonwood Public Safety Communications Center (CPSCC); CPSCC Supervisor Marie Carpenter and staff from Cottonwood Police are in attendance tonight. Ms. Moore asked 14 questions, and although Ms. Moore is not at this afternoon’s meeting, Chief Kazian commented, as follows:

- First and foremost, we never believed making this migration – moving a highly technical environment to another center – would be flawless without work and opportunities from which to learn;
- CPSCC has been extremely receptive to quickly providing corrective actions to any identified issues. The plan had been that CPSCC would take on new agencies at the rate of one per month, with SFD being the last, but some technical issues on SFD’s end delayed migrations for Camp Verde, Montezuma-Rimrock and SFD, requiring CPSCC to take on a large call volume all on the same day; Ms. Moore voiced concern that due diligence was not done in the decision to migrate and that it was strictly made on the basis of “dollars and cents”; Chief Kazian said that is not true, as there was considerable focus on safety, figuring out the right timeline, and technical issues.

- He consulted IXP, an organization involved in the communications studies for the area, for the timeline and they were fairly confident of six months, although it ended up being a seven-month timeframe. One of Ms. Moore's questions was "are you happy with the timeline"; Chief Kazian said, in retrospect, he would have liked more time, but it was not done foolishly without carefully considering the date for the migration.
- Considerable time was spent at Fire Board meetings talking about the migration; there have been consultants and experts in the field looking at the data and making suggestions including the cell phone companies, all involved agencies, and the State 9-1-1 Administrator; a primary PSAP had not been moved in the State in decades – so, all the involved agencies helped in writing procedures.
- Our insurance provider was contacted and the migration did not affect our liability.
- As the Fire Chief, he had overall responsibility for determining the migration schedule, but we worked in conjunction with Telecommunications and dispatch employees, as well as outside parties.
- Clarkdale Police, Jerome Police, and the Yavapai Apache nation left Sedona Communications Center between two and twenty years ago, and actually, Camp Verde Marshall's Office, mentioned by Ms. Moore, has never been in Cottonwood's dispatch center, as they have always had their own PSAP.
- Regarding costs of the move, the Board was apprised of the financial structure and approved the two-year Intergovernmental Agreement – which is for \$248,000 for one year of service, prorated because we did not migrate to CPSCC until September and capped at a maximum of 5% based upon the needs of CPSCC.
- Ms. Moore also asked about a few specific incidents:
 - The first call specified by Ms. Moore was stated to be on 10/12/15; the call actually occurred on 10/11/15 at 4:11 PM. Units were initially dispatched to Uptown 89A and Arroyo Roble. When the incident was identified as being in West Sedona at Highway 89A and Arroyo Pinion, units were properly dispatched. The incident resulted in a car crash with the occupant fleeing the scene and eluding police prior to personnel arriving. SFD had personnel on scene within five minutes of the call being dispatched. Ms. Moore's comment was "imagine how the patients felt, as they lay in the accident zone waiting for help"; this never happened, as there was no injury/no patient; the scene was turned over to Sedona Police who apprehended the driver. As part of the quality improvement (QI) process, CPSCC quickly addressed the issue. It was determined there was an entry error into the address field that populated Arroyo with Arroyo Roble hotel (in Uptown) instead of continuing to enter the street name Arroyo Pinion that caused the delay in dispatching units to the right location, and it was used as a training opportunity for dispatchers.
 - The second incident mentioned by Ms. Moore was on 10/14/15 about 1:30 PM, which involved an incorrect transfer of the 9-1-1 call. The initial call came in on a landline (Sedona PD PSAP) and the person in dispatch actually mis-transferred to Cottonwood Fire, not to Cottonwood Dispatch, which was answered by an administrative employee, who took the information and relayed it to CPSCC; our total response time was 4 minutes, 31 seconds from the time dispatch received the information, although the time it took for Sedona PD to transfer the call to Cottonwood is not included as we cannot determine those times. Chief Kazian spoke to Sedona Police Chief Ray Cota about this incident to make him aware of the mis-transfer.
 - The last incident of concern to Ms. Moore was a cardiac arrest in the Village of Oak Creek, which was about eight days into our migration; there was a direct call to CPSCC from the individual requesting help; dispatchers began Emergency Medical Dispatch instructions, and dispatched the call; units responded. The dispatch itself was within the required time standards. SFD's turnout time was 1 minute, 39 seconds and response time was 8 minutes, 1 second; Battalion Chief Dave Cochrane is working with the crew to determine the cause of delay. In the last five years, there have been 15 incidents to that condo complex and average response time to that address was 4 minutes, 40 seconds; dispatch was not delayed in this incident; however, there have been situations with lengthy dispatch times, which CPSCC supervisor always addresses; Chief Kazian listened to the recording and the time stamp on the CAD sheet says 1 minute, 39 seconds to "get out the door", but the tape indicates 1 minute, 23 seconds, which is a time lag experienced by all dispatch centers. Chief Kazian said the advantage SFD had when the MDTs were functional was

simply hitting a button and it happened instantaneously without that lag. He expressed his appreciation for Ms. Moore providing CPR on scene, helping to save the patient's life.

- Chief Kazian said we will continue to look for positive ways to improve service; furthermore, he does not want people thinking there were never any issues at Sedona Communications; when we were the owner of the system for 30 years, we did have more control and as customers of a service, there is less, which does not mean we would accept sub-par service. We have a good communication line between CPSCC and SFD Battalion Chiefs and still have SFD staff liaisons with CPSCC; Cottonwood has an internal affairs division, which investigates any dispatch problems. He said dispatching is critical and Cottonwood wants to provide top-notch service and we are working together on a daily basis to make improvements.

Mr. Montgomery reiterated that no one on the Fire Board took the decision to move dispatch "lightly", and he still believes it was the right decision; he never expected the migration to be without a "hitch"; he expressed appreciation for what CPSCC is doing. Chief Kazian added that SFD had every intention of turning the switch and having the same service, but we have had to go to two-tone paging with digital paging "running in the background" for now; this is the current standard for most agencies; he gave "kudos" to our Telecommunications, operational employees, and BCs for managing this change.

Chief Kazian then continued his monthly report, as follows:

- SFD had a surprise OSHA inspection in August; the results were recently submitted – most of the actual citations were considered "housekeeping" issues, i.e., fire extinguisher without tag, room without an exit sign, plate missing on an electrical outlet; the one issue of concern was in the mechanics bay – a chain hoist that needs to be inspected once a year. All issues have been addressed, corrected, and posted with OSHA.
- SFD is providing confidential biometric screening called "Trend Neutralizer" to employees and spouses through Blue Cross/Blue Shield; participation will decrease our anticipated insurance premiums determined by level of employee participation; this program will help our employees with health and fitness, and was in conjunction with a program started last year with Benefit Commerce.
- The formal Strategic Plan roll out will occur early next month through our new videoconferencing system to all stations. The draft Plan is available for employees to review on SharePoint.

F. Items from Staff:

1. **Discussion/Possible Action: Amendments to Memorandums of Understanding Administrative/Support Employee Association and IAFF Local 3690 Sedona Chapter.**

Chief Kazian requested this item be tabled until next month's meeting.

2. **Discussion/Possible Action: Board Resolution #2015-03 to Change Signers for Bank of America Account.**

Mrs. Schmidt said bank signers need to be changed with the move from Division Chief to Battalion Chief for Buzz Lechowski and to add Human Resources Manager Jane Witt; Bank of America requires a Resolution to do so. Chiefs Kazian and Scott Schwisow would sign checks first, if available, so we would not expect Ms. Witt to sign many checks. *Mrs. Cooperman then moved to approve Board Resolution #2015-03; Mr. Jablow seconded and the motion unanimously passed.*

3. **Discussion/Possible Action: Board Resolution #2015-04 for Support of Red Rock State Park in Obtaining an International Dark-Sky Park Designation from the International Dark-Sky Association.**

Chief Kazian said SFD has approved similar Resolutions in support of Dark Sky designation for the City of Sedona and Big Park Regional Coordinating Council and recommended Board approval. *Mrs. Cooperman moved to approve Board Resolution #2015-04 in support of Dark Sky designation for Red Rock State Park; Board Member Tim Ernster seconded, and the motion was unanimously approved.*

4. **Update: 2015 Wildland Fire Season Activities and Recognition.**

Battalion Chief Jayson Coil gave a PowerPoint presentation on this year's wildland season using his and Kari Greer's photographs, as follows:

SFD Wildland Program Mission

In a fiscally responsible manner, ensure members of the Sedona Fire District have the necessary training and experience to safely and effectively mitigate wildland fire threats to Sedona.



Accomplishing the Mission

- Conduct trainings and multi-agency exercises designed to ensure a coordinated response to incidents in Sedona
- Encourage members to pursue wildland qualifications that increase our capacity to deal with complex incidents.
- Cultivate leaders through incident and program management participation.
- Deploy apparatus and individuals outside the Sedona Fire District to provide funding and allow increase effectiveness by applying learned skills in a dynamic environment.



Fire Season 2015

- 9,799,866 Acres have burned in 2015 YTD
- 10 Year Average is 6,664,947 Acres
- Only 4 years since 1960 have seen over 9 million acres burned (2006, 2007, 2012, 2015)
- The most acres burned in a year since 1960 was 2006 with 9.8 million
- In 1910 wildfires burned more the 5 million acres across the Western US



How We Participated

Apparatus and Equipment from the Sedona Fire District were utilized for over 200 days on incidents in AZ, NM, AK, CA, WA and OR.

12 firefighters received continuing education and experience that could be applied to a valid Position Task Book, 7 opened new task books.

4 firefighters completed their task books (2 ENGB, 1 STEN, 1 SOPL)

Members of the Sedona Fire District conducted trainings on handling "Incidents Within an Incident" to over 400 firefighters and members of Incident Management Teams.

SFD Medic Teams spent over 55 days on assignment and were recognized for their ability in Alaska and Washington.



Fiscal Implications of Our Participation

In the Current Fiscal Year SFD has billed \$156,657.60 for apparatus and equipment used on wildland fires.

Since FY 05/06 (11 years) SFD has billed 1.06 million for apparatus and equipment used on national incidents (primarily wildland fires)

Personnel costs, including overtime for coverage at SFD, is also reimbursed.

The current wildland budget for FY15/16 (not including apparatus) is \$49,879.



Program Benefit

Ensures members of SFD are prepared to manage a complex wildland fire in Sedona.

Provides an opportunity to improve skills and abilities will generating an alternative funding stream.

Allows SFD to offset some of the costs of equipment and apparatus necessary for the protections of Sedona during our fire season.

Provides members of the Sedona Fire District with opportunities to develop and improve their leadership and incident management skills in a way no training or simulation could ever do.



"In an emergency situation, you don't rise to the occasion; you fall back to your level of training and experience."

Author Unknown



This year, at least 20 SFD Firefighters went to fires outside the district; Chief Kazian said many times, structural firefighters are not credited with skill in this arena, but SFD takes the training and experience seriously, and provides invaluable opportunities for our personnel when it is time to fight fire in our own community. Typically, \$49,000 is budgeted each year for the program, and if it is a mild season, we might have a net zero funding to the budget, but as presented by Chief Coil, this year will be much higher. Chief Kazian is proud of what Chief Coil and all the operational members have done in this program. He then presented a plaque to Chief Coil from Deputy Chief Lamar of Lake Wenatchee Fire Rescue in Washington commending his exemplary leadership on the Wolverine Fire 2015.

G. Item from Board Member Scott Jablow:

1. Update of 9/11 Memorial Committee.

Mr. Jablow reported in our first month of fundraising for the Memorial, SFD has received \$7,000 in donations from local businesses and individuals; the next committee meeting will be on 12/9/15 and include a telephone conference with LEA Architects reviewing their quote for services. Mr. Jablow also reported *Sedona Monthly* will include an article about the Memorial in its January/February 2016 edition. The Committee is planning several upcoming fundraising events. He thanked staff for its help in this.

2. Update of Shared Services Committee.

Mr. Jablow said the last Shared Services Committee meeting was cancelled due to lack of quorum.

H. Item from Board Chairman Ty Montgomery:

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

Mr. Montgomery announced SFD's legal fees for October were \$3,926.

B. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Gary Johnson noted we are one week from Thanksgiving and said there are three times as many fires on Thanksgiving as other days –most being kitchen fires; he reminded all to be vigilant with cooking dangers and to keep children safe in the cooking area.

C. ADJOURNMENT

The meeting adjourned at 6:55 PM.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

:tg