



~ These Minutes were approved by the Board on 12/10/14. ~

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 19 / 4:00 PM – Executive Session with Public Session to 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; Ed Mezulis – Battalion Chief; Sandi Schmidt – Finance Manager; Alice Egelston – Comm. Specialist; Kate Oksendahl – Comm. Specialist; Britany Gould – Comm. Specialist; Jeff Jennings – Comm. Supervisor; Dottie Oliver – Benefits Specialist; Kevin Sullivan – Fire Inspector; Carla Dufort – Administrative Specialist/Recorder

Others Present 9 Citizens

II. EXECUTIVE SESSION

A. Vote to go into Executive Session:

1. Pursuant to ARS 38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(4) Instruction to Attorney – PSPRS Legislative modification.

Chairman Ty Montgomery called the meeting to order at 4:00 PM, *and entertained a motion to go into Executive Session pursuant to ARS 38-431.03(A)(3) for legal advice and ARS 38-431.03(A)(4) for instruction to attorney regarding this matter; Board Member Diane Schoen so moved; a second was given by Board Member Scott Jablow and the motion was unanimously approved at 4:05 PM.*

The Public Session reconvened at 4:30 PM.

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 led the Pledge of Allegiance and Division Chief Buzz Lechowski asked all to honor the 11 Firefighters and 16 Police Officers from around the nation who lost their lives in the line of duty last month.

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

1. PSPRS Legislative modification.

Mr. Montgomery stated there is no action on this item.

C. **Recognition: Photographer Charlie Allen retiring after 26 years of dedicated service to SFD.**

Fire Chief Kris Kazian stated his honor and privilege to recognize SFD photographer Charlie Allen for 26 years of dedicated service. Mr. Allen took photos of SFD fire scenes and public events, and many photos on the wall in this room were taken by him. Chief Kazian noted Mr. Allen's photo awards, including some from the National Arson Association. He has been a huge part of the SFD family for a long time. Chief Kazian then presented Mr. Allen with an award and thanked him for his service.

Mr. Allen thanked everyone for the honor given him today and all of the people who came to say hello and thank him. He remarked he never thought something like this would happen and this means a lot.

D. Oath of Office Ceremony for New SFD Regional Communication Center Employees Alice Egelston and Kate Oksendahl.

Chief Kazian recognized new Communication Center employees, Alice Egelston and Kate Oksendahl. He stated Ms. Egelston is originally from Bakersfield, California. She has been a Public Safety dispatcher for the last twelve years, seven of which were with the Kern County Fire Department. She has been married to her husband, Steve, for thirty years and has two daughters and three granddaughters. Chief Kazian then introduced Ms. Oksendahl, who was born in Idaho Falls. While supporting her husband's goal of becoming a firefighter, she gained admiration for first responders and wanted to make this her career path. Chief Kazian then administered the Oath of Office.

E. Consent Agenda – Discussion/Possible Action:

- 1. October 9, 2014 Special Board Meeting Minutes.**
- 2. October 9, 2014 Executive Board Meeting Minutes.**
- 3. October 22, 2014 Regular Business Meeting Minutes.**

Ms. Cooperman moved to approve the Consent Agenda, as presented, Board Member Diane Schoen seconded, and the motion unanimously passed.

F. Public Forum:

- 1. Public Comments.**

There were no requests to speak.

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

There was no need for Executive Staff response.

G. Business:

- 1. Newly seated Board Members: Open Meeting Law Training.**

Chief Kazian stated the Board should have already received information regarding the six hours of required training for newly seated Board Members. AFDA is the purveyor of the training, and they are working on an online program; he is not yet sure of the cost or when it will be available. Mr. Montgomery stated three of the Board Members would be attending AFDA and reminded staff of the need to have a Notice of Quorum.

- 2. Discussion/Possible Action: Review and Approval of October 2014 Financial Report.**

Finance Manager Sandi Schmidt stated that the audit went smoothly and we are on track with revenue and expenditures. The audit report will be available at the January Board meeting. *Ms. Cooperman moved to approve the October 2014 Financial Report, a second was provided by Board Member Nazih 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. AFDA training in January 2015**

Chief Kazian reminded the Board of AFDA in January and suggested they get their information to staff.

- g. SFD Training Report.**
- h. Community Risk Management Update.**
- i. Donations to SFD.**
- j. Update of Grant Activity.**
 - i. AWIMA Scholarship for \$1,300.00 for Wildland Academy.**

Chief Kazian pointed out the \$1,300 scholarship for the Wildland Academy noting this will help with training.

ii. Firefighter Behavioral Health Alliance Firefighter Suicide Awareness Grant.

Chief Lechowski stated this is an important issue, as suicide in emergency services is on the rise and our families have been affected. He went on to say Jeff Dill started an organization on counseling services specific to police and fire. He applied for a grant to provide awareness training, primarily to fire officers, so they can recognize signs and symptoms and SFD was awarded one of his sessions here for our company officers and Battalion Chiefs. The basis is firefighter specific, but we will open it up to administration and dispatch. Board Member Scott Jablow inquired if we can offer this to Sedona Police staff. Chief Lechowski stated there are parameters with Federal funds, so firefighters will have preference, but may be able to train others. Chief Lechowski stated we are working with Sedona Police on CPR and teaching them to care for themselves in the event they get hurt.

k. Correspondence/Thank You Letters to SFD.

Chief Kazian reported significant events in October included a fire at the KFC, which is still under investigation; and a vehicle fire on a 1971 Corvette. He pointed out the call summary increase and stated that Chief Lechowski will have a presentation for Station 6 next month with a six-month summary of responses relating to that station. Chief Kazian pointed out there are over 200 EMS, noting these are labor-intensive and can lengthen our out of service time. He remarked we are over 400 calls for this month, which is significant. Mr. Jablow asked if staff was finding EMS calls related to people discharged from the hospital and going back in due to issues. Chief Kazian replied staff has met with the hospital on this, but there is not a quantifiable answer as to how and why this is happening, although we are monitoring it. Mr. Montgomery commented on the need to look at how to manage the interfacility transports. Chief Lechowski stated they are looking to better define this so they can speak accurately; the bulk of these are to Verde Valley Medical Center and that is two hours roundtrip; Phoenix is a half a day. Mr. Montgomery stated this takes a toll on our resources, but adds to our bottom line. Chief Kazian stated this is hard to track; the ambulance we recently purchased has 25,000 miles. Chief Lechowski noted there is a continuity of care as well. Mr. Montgomery pointed out we do not want to open a foothold and be unable to absorb routine transfers. Chief Lechowski stated it is worth the management struggle to figure this out, and long range planning based on data is wise.

Chief Kazian went over training and grant funding, pointing out there are eleven employees working toward degrees and Mr. Montgomery recently completed an Education Support Fellowship. Bashas had a “donate now” button after the Slide Fire and generated nearly \$3,200; with that and other donations, staff is working on a plan for wildland fuel reduction and education for our community. Chief Kazian said staff is applying for grants including a joint telecommunications one spearheaded by Bullhead City Fire.

H. Items from Staff:

1. Sutphen repairs and refund of \$11,529.05.

Chief Kazian stated the ladder truck has had issues as previously discussed. Sutphen grounded it so it has had limited use. Based on previous conversations, he felt SFD should not pay all the cost for an engineer problem and we should not be on the hook for these expenditures. We gathered information regarding the repairs and sent that to Sutphen; they sent a check for the full amount submitted. Sutphen engineered a fix with substantial changes and the mechanics left for Texas today to get it to the shop for repair. We will go back in about two weeks to pick it up, at Sutphen’s expense. It will certified by a third party before it is back in service.

2. FireHouse Magazine Station Styles Award – Gold Award for Satellite Station Category.

Chief Kazian remarked SFD received the Gold Award for Station 6 from FireHouse Magazine, which is prestigious because it is judged among new stations across the country and gold is the top award. The design and intent was not to win awards, but to provide service to our community and be appropriate for staff to respond and function, but he is honored by this award. He is meeting with representatives from a fire department in Vail, Colorado tomorrow to look at the station because they are considering LEA as their architects.

I. Items from Board Chairman Ty Montgomery:

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

Mr. Montgomery stated that last month the fees were \$2,813 for Mr. Whittington and \$1,300 for Mr. Rocca. He noted we are ahead of budget, but will continue to monitor legal costs and keep it on the Agenda.

2. Reminder: Due to the holiday season, the December Fire Board Meeting on Wednesday, December 10, 2014.

Mr. Montgomery reminded all of the early meeting in December due to holidays. Mr. Jablow stated he will be in Mesa and unable to attend.

IV. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Gary Johnson reminded everyone of the importance of a carbon monoxide detector in homes, especially now heaters are being used. He encouraged everyone to have one installed and reminded all that carbon monoxide is invisible and odorless.

V. ADJOURNMENT

The meeting adjourned at 5:16 PM

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

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