



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, February 17, 2016 / 3:00 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

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

Staff Present: Kris Kazian – Fire Chief; Scott Schwisow – Division Chief; Gary Johnson – Fire Marshal; Jane Witt – HR Manager; Sandi Schmidt – Finance Manager; Tricia Greer – Recorder to Fire Board

Others Present: Attorney Bill Whittington; Other Fire District Employees; 3 Citizens; Ron Eland, *Red Rock News*

Board Chairman Ty Montgomery called the meeting to order at 3:00 PM; *he then moved to go into Executive Session pursuant to ARS §38-431.03(A)(3) for legal advice and ARS 38-431.03(A)(4) for instructions to attorney regarding RFP/RFQ for third party consultant(s) for District-wide analysis for leadership and team-building; the Witt personnel matter with MOU issues and related policy issues; SFD Participation Agreement with Arizona State Retirement System and Board Resolution #2016-01; and to defer the Butler EEOC matter, as the attorney has no information; Board Member Diane Schoen seconded, and the motion unanimously passed.*

II. EXECUTIVE SESSION

A. Vote to go into Executive Session pursuant to:

1. **ARS §38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(4) Instructions to Attorney Regarding the following items:**

- a. **RFP/RFQ for Third Party Consultant(s) of Analysis for Leadership and Team-Building.**
- b. **Witt personnel matter; MOU issues; related policy issues.**
- c. **SFD Participation Agreement with Arizona State Retirement; Resolution #2016-01.**
- d. **Butler EEOC Claim.**

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

Mr. Montgomery reconvened the public session at 4:37 PM. He led the Pledge of Allegiance and Division Chief Scott Schwisow asked all to remember the 10 Police Officers and 6 Firefighters who lost their lives in the line of duty across our nation in the last month. He then opened the discussion of Executive Session items:

- **Item a.** Mr. Montgomery recommended the document be finalized as a Request for Qualifications (RFQ) without stipulations other than looking for the right candidate; Mrs. Cooperman said that makes the most sense. *Mr. Montgomery moved to proceed with the RFQ, as presented, regarding looking for qualifications of third party consultants; Mrs. Cooperman seconded.* Chief Kazian clarified the specific not-to-exceed amount would be struck; Mr. Montgomery confirmed same. *The motion then was unanimously approved.*
- **Item b.** No action was taken.
- **Item c.** *Mr. Montgomery entertained a motion to table this item for one month; Mr. Ernster so moved, and Mr. Montgomery seconded; the motion unanimously passed.*
- **Item d.** This item was deferred in the motion prior to the Executive Session.

Mr. Montgomery moved up the item to recognize former Board Members. Chief Kazian thanked Nazih Hazime and Scott Jablow for their service; each has a brick with their names and dates of service installed in the plaza at Station #1, which will be the new tradition of commemorating Board service. Mr. Hazime became a Board member in the recall election in 2012 and received the highest number of votes; Mr. Hazime then submitted his name as a candidate in the regular election of November 2012, but as there were two spots and only two candidates, the county

canceled the election, which saved the district \$50,000; Mr. Hazime served through September 2015. Chief Kazian then acknowledged Scott Jablow's service, who also became part of the Fire Board in November 2012, after submitting his name as a candidate in the election that was cancelled; in December 2015, Mr. Jablow resigned from the Board for personal reasons.

Fire Marshal Johnson said one citizen wished to speak on this item, as follows:

Wendy Tanzer, Village of Oak Creek: *I just wanted to say that during a historically tumultuous time, immediate past Fire Chief Nazih Hazime agreed to become a candidate for the special recall election – a decision that I believe all but ensured the election of Nazih Hazime, Corrie Cooperman, and Diane Schoen to the Sedona Fire District Governing Board. All that remained was a whole lot of boots on the ground work, and though he wasn't chosen to run during that particular election, Scott Jablow put his heart, his soul, and tireless effort into ensuring the election of those three to the Board. Scott ran unopposed at the next general election and was appointed to the Board. Each of these gentlemen, in his own way, has served this district with dignity and honor. Speaking as one who served in an entirely different capacity, I am sincerely grateful to them both and to Chief Kazian for providing this opportunity for me to express same. So, Nazih Hazime and Scott Jablow, thank you for your service.*

III. BUDGET WORKSHOP: FISCAL YEAR 2016/2017

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.

This was done earlier in the meeting.

B. Receipt of Net Assessed Valuation Reports from Coconino and Yavapai Counties.

C. Capital Plan and Budget.

Chief Kazian said this Budget Workshop is to talk about SFD's capital plan and net assessed value as received on February 10th from the counties. He said budget section head meetings will start next week. Beginning with the Capital Improvement Plan (CIP), Chief Kazian said State law requires fire districts submit a two year fiscal budget, and then presented the following:

- The Debt Service includes Station 4 replacement, although it has no figures yet designated; he strongly believes we will need an obligation bond for this; we need a study in FY 17/18 to begin plans.
- Apparatus & Vehicles includes a Type 1 engine replacement for enhancement of response, the pool van used for staff training, and a 7th ambulance listed as a placeholder in FY 17/18, although discussion has not been completed, as well as a Type 3 engine.
- Under Equipment/Projects, the CIP includes Channel 3 simulcast upgrade, microwave system replacement, and rescue air bags in 16/17 and in 17/18, the second half of the microwave system, the EPCR & RMS upgrades, thermal imaging cameras (for which staff has written a grant), and fire hose.
- The bottom of the chart has a summary of the categories and noted that in FY 17/18, SFD is scheduled for a \$1.6 million capital budget; he is considering ways to lessen the financial impact; however, moving these items further out in the CIP could make our problems worse.
- Chief Kazian described different types of engines – Type 1 is the typical fire engine responding to house fires; Type 3 are for wildland, and carry less water and hose than Type 1s; Type 6 are trucks used for brush fires.
- Chief Kazian said the Board could consider lease purchasing if it makes financial sense.

The Net Assessed Values were discussed, as follows:

- Combined levy limit worksheet – This sets the basis for our levy limit; our current tax rate is \$2.425; the counties take the allowable limit set by last year's number and multiply it by 8% and determine the maximum SFD could ever levy would be \$24.281 million. On the bottom of the worksheet, \$16.6 million is the legal limit allowed to levy based on the \$3.25 cap. Our levy amount is considerably higher than the legal amount based on the cap. He noted that if SFD was actually levying at the allowable amount, we would be at a mil rate of \$4.75 in order to maximize our fullest potential. Other districts are and were in the opposite situation from SFD – we have a low mil rate and high levy limit.

- NAV summary worksheet – Our mil levy is \$2.425 and our Assessed Value (AV) was \$491 million; we projected in last year’s budget to have a \$502 million AV, but it turned out to be 1.8% better, so our new AV is \$510 million. The worksheet shows that if SFD were to continue at the \$2.42 mil rate, projected revenue expected to meet our budget would be about \$156,000 short. The second budget year out is staff’s best estimate. He said even with the increase of AV, SFD may need to increase the mil rate to get to the projected budget; we may have more carryover than expected, which will help offset that. One of our concerns is our ability to provide safe and effective service and would like to enhance the safety for our community and firefighters. He said currently, we are unable to staff a fourth ambulance 24/7/365; management is supportive of hiring an additional position (three Firefighters – one per shift) to keep this staffed; however, staff is looking at what it would cost this year and how it affects the budget, mil rate, and sustainability. Chief Kazian is expecting a proposal for Telecom staffing as the workload is greater than current personnel can handle. He will present proposals at the next Workshop with a 7 year mil rate projection; then, the Board must make some decisions.

Mr. Soto referred to Station #6 staffing, and asked if constant staffing versus variable staffing would be a way to fill the other two vacant spots; Chief Kazian said we have not looked at that so far, but will take a more in-depth calculation to see if it is viable. He said we cannot reduce daily minimums because of the amount of vacation time personnel are required to take. Chief Kazian noted the 1.8% increase in AV; counties sometime give us numbers and then change them afterward and he is unsure what formula they use. At this point, we are budgeting a 2% increase in the AV across all years, but his fear is if we got a –1% one year, that would be a 3% “swing”, affecting us greatly in the big picture. We will have more carryover than expected with wildland and ambulance billing exceeding budgeted amounts, which means we can possibly levy a little less. Ms. Greer reminded the Board that the March Budget and Board Meeting will be on the 4th Wednesday instead of the 3rd because of a scheduling conflict.

IV. REGULAR BUSINESS MEETING

A. Consent Agenda – Discussion/Possible Action:

- 1. January 20, 2016 Regular Board Meeting Minutes**
- 2. January 20, 2016 Executive Session Minutes**

Mr. Montgomery moved to approve the Consent Agenda, as presented; a second was given by Ms. Cooperman and was unanimously approved.

B. Public Forum:

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

No one else wished to speak.

C. Business:

- 1. Presentation: Appreciation for former SFD Board Members Nazih Hazime and Scott Jablow.**

This item was handled at the beginning of the public session.

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

a. January 2016 Financial Report.

Finance Manager Sandi Schmidt said we continue to get wildland funds coming in. *Mr. Ernster moved to approve the January Financial Report; Mrs. Schoen seconded, and the motion unanimously passed.*

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

- a. Incident Counts by Station.**
- b. Call Summary and Response Times Year to Date.**
- c. Rescue Incidents.**
- d. Community Risk Management Update.**
- e. SFD Training Report.**
- f. Donations to SFD.**
- g. Update of Grant Activity.**
- h. Update of Recent/Upcoming SFD Activities, Incidents, and Events.**

- i. **District Participation in Sedona St. Patrick's Day Parade on March 12, 2016.**
 - ii. **SFD Website Re-development Update.**
 - iii. **Cottonwood Public Safety Communications Center Update.**
 - iv. **SFD Firewise Clean Up on May 20 – 22, 2016 at Station 4.**
 - v. **Update of Testing/Hiring Processes for Fire Inspector and Assistant Chief.**
 - vi. **Sedona Household Hazardous Waste Event on March 19, 2016, 8:00 AM to Noon.**
- i. **Correspondence/Thank You Letters to SFD.**

Chief Kazian reported:

- Call volume was down 30 calls over last January.
- Average response time is a little longer than last year, but data gathering is being researched. He said average response time is irrelevant to fractile response time and not necessarily indicative.
- Under significant events, the snow storm in January caused several accidents. We had 3 backcountry rescues compared to 0 in January 2015. There was a fire on January 26th at a commercial unit being used as a residence in an area not designed for that. We had one rescue of an individual from a “sinkhole”; a geological group mapped and named all Sedona sinkholes and offered to teach our personnel a class on sinkhole dangers.
- Grant update – the wildland video should be completed this week – just in time for wildland season. Fire Marshal Johnson said he is confident it will be a quality product and very helpful. Two grants were applied for – \$575,000 for a regional grant and \$34,000 for thermal imaging cameras.
- The annual Firewise clean-up will be held on May 20 to 22 at Station 4 to allow residents to bring in brush and yard clippings; Firefighter Paul Chabot is spearheading this effort.
- Community Risk Management still has no Fire Inspector; we had viable candidates during the hiring process, but the final candidate did not take the job offer; we continue to get applications from qualified applicants; Fire Marshal Johnson said we have 7 candidates and his goal is to have someone hired by the first week of March.
- Several construction projects are presented in the Report including Tequa Plaza in the Village of Oak Creek, which has been vacant for years, but there are now four tenant improvement applications.
- Training activities are listed on the Report including Firefighter Greg Eberlein attaining his Associates degree.
- Several Board Members and staff will be in the St. Patrick's Day Parade on March 12th.
- The SFD website redevelopment is moving along as quickly as possible, considering staff's heavy workload.
- Issues with dispatching are being constantly monitored and discussed with Cottonwood. Tomorrow is a user group meeting, where SFD staff will discuss some issues.
- Assistant Chief hiring process is February 22 and 23 with eight candidates – two full days of activities to run through, and hopefully, SFD will find the right fit; Chief Kazian wants to hire an AC by March 15th; Division Chief Schwisow's retirement is scheduled for April 25th, with his walk-out ceremony to be held that day.
- The City of Sedona asked SFD to partner with them on a Household Hazardous Waste collection day on March 19th from 8:00 AM to Noon at the high school.
- PSPRS reform legislation will be going to the voters on May 17th.

D. Items from Staff:

1. Discussion/Possible Action: Intergovernmental Agreement for Telecommunication Services; Consent and Waiver for Whittington Representation.

Chief Kazian said Finance staff worked on IGA renewals, and realized this had language that would cancel the agreement after 12 months; staff is recommending it be changed to one with automatic renewals. Mr. Whittington made changes and now is requesting a Consent and Waiver as he also represents the other agencies. *Mrs.*

Cooperman then moved to approve the Intergovernmental Agreements for Telecommunication Services between SFD and Camp Verde Fire District; and SFD and Montezuma-Rimrock Fire District, as well as approval of the Consent and Waiver relating thereto; Mr. Soto seconded, and the motion was unanimously approved.

2. Discussion/Possible Action: Purchase Order #10010 in a not-to-exceed amount of \$30,000 for NFPA Compliant Structure Protection Gear (limited to turnout coats and pants).

Chief Schwisow said a committee was formed to study this matter, and compared turnouts from 5 or 6 vendors in a “blind test” without knowing the price or company being analyzed. Battalion Chief Dave Cochrane, the committee,

Chief Schwisow, and Finance Manager Sandi Schmidt got the RFP published, but could not be complete the process for this meeting, as bids closed today with 5 vendors submitting; we are not required to go with low bid, if safety or functionality is affected. SFD is trying to get back to a 5 year replacement schedule. Chief Schwisow also said dirty turnouts were identified as being a possible cause of Firefighter cancer due to trapped carcinogens. The committee is proposing using older turnouts as “back-ups”, so after fighting a fire, the Firefighters would have a second set while the primary turnouts are being washed. He said staff is requesting a not-to-exceed cost for the committee to select the best turnout for the best value of those that meet our specifications. SFD does have “extractors” which wash the dirty turnouts and remove toxins. Nomex hoods also must be clean for use, and the committee recommended buying enough for one shift extra to keep in the Battalion Chief vehicle to be used, as necessary, on fires. Chief Kazian said, as SFD knows, Firefighter cancer concern is an emerging issue and very prevalent in firefighter society – we need to reduce that exposure when we can – but it may not be economically feasible to buy another 72 sets of turnouts; we want to follow best practices for our personnel. He applauded the committee for their great effort in this project. Chief Schwisow said in previous times, no one inspected turnouts and it is now mandated for NFPA compliance; now that SFD is closely inspecting, staff found a set that had de-laminated and it would not have protected a Firefighter in a fire. Mr. Whittington recommended as SFD has not yet identified the vendor for selection, and for timing purposes, the Board could authorize management to select and execute agreement with the selected vendor at a not-to-exceed amount of \$30,000 under the RFP and within policy; **Mr. Montgomery so moved; Mrs. Schoen seconded; the vote was unanimously in favor.**

3. Discussion/Possible Action: Purchase Order #9949 to Aviat US in the amount of \$79,591.03 for Replacement of Multiplex Equipment.

This Purchase Order is to replace an aging multiplex system for radio broadcasts over the Verde Valley; the current multiplexer is out of date; when Telecom Supervisor Bob Motz originally put the replacement in the budget, it was at \$60,000; however, the system is currently \$79,000, and Mr. Motz will make up the difference out of his budget. Mr. Ernster asked what SFD would do with the old multiplexer; Finance Manager Schmidt said she does not know if there is any value in the unit, but it could either be kept for parts or put up for public auction. The current system is 12 years old. Chief Kazian pointed out that Mr. Motz and his team provide value in engineering, programming, and installing equipment, and without some of their work, SFD would be required to spend much more. **Mrs. Schoen moved to approve Purchase Order #9949 to Aviat US in the amount of \$79,591.03 for replacement of multiplex equipment; Mrs. Cooperman seconded and the motion was unanimously approved.**

4. Discussion/Possible Action: P.O. #9223 to AV Domotics in the amount of \$33,277.39.

Chief Schwisow stated this is for audio-visual equipment here in the Multipurpose Room to upgrade to today’s technology. This proposal is from a local vendor who provided a 20% discount on installation and equipment. The original budgeted amount was \$45,000, but this total is \$33,277 to update the audio visual components and a podium. Chief Kazian pointed out it also includes a new camera as the current one was a security system camera; this is under budget. **Mrs. Cooperman then moved to approve P.O. #9223 to AV Domotics in the amount of \$33,277.39, as budgeted; Board Member Diane Schoen seconded, and the motion unanimously passed.**

5. Discussion/Possible Action: Resolution #2016-02 for Governor’s Office/Highway Safety Grant.

Chief Kazian said this Resolution is needed for submittal of a grant to the Governor’s Office of Highway Safety for hydraulics, which was written by Battalion Chief Cochrane; he said currently, SFD has to take a large gas-powered generator on accident scenes for extrication equipment. In the new units, the technology is battery powered, powerful, and reliable which has been developed over the last 5 years. The grant is for \$34,000; SFD has been successful in these grants in the past. **Mr. Montgomery moved to approve Resolution #2016-02 for the Governor’s Office of Highway Safety grant, as presented; Mrs. Schoen seconded, and the motion unanimously passed.**

E. Item from Board Member Tim Ernster:

1. Update of Shared Services Committee.

Mr. Ernster reported there was no meeting last month. Chief Kazian said the regional fire chiefs met to discuss ideas, and Chief Hazime sent an Email to get the ball rolling in time for budget preparation.

F. Item from Board Member Dave Soto:

1. Update of 9/11 Memorial Committee.

Mr. Soto introduced the 9/11 Committee Chairman, Scott Jablow. Mr. Jablow said great things are happening, and reported to date, we have collected \$18,466, although \$8,100 of that is to be used for the construction drawings. Mr. Jablow reported we have on-going advertising through several sources – radio, newspaper, magazines, and we are featured in the Sedona International Film Festival program that went to residences in Sedona; additionally, the rendering of the 9/11 Memorial will be shown between films at the festival at each of the three venues. Mr. Soto is planning several fundraising projects, and our goal, although tentative, is \$50,000.

- The first project is participation in the St. Patrick's Day Parade on March 12th. He is working to make the World Trade Center girder mobile, which is not easy at 3,000 pounds; the district has a trailer that can tow the girder and it will be displayed at a 45 degree angle; Main Street has waived the parade fee, and in addition, will allow us to have a static display with the girder, donation collection boxes, and information immediately following the parade. Mr. Soto is hoping to collect \$1,000 from that event.
- In April, the next planned event is a dinner, silent auction, and music at Sound Bites Grill for about 125 people at \$911 for tables of six; Sound Bites will handle the reservations for the event and work with vendors to donate food. Mr. Jablow added that a former Sedona resident will donate a framed painting worth more than \$10,000 for the auction. This event could raise upwards of \$12,000 to \$15,000.
- The third event is scheduled for May – a pancake breakfast at St. #6, the location of the Memorial, either on Fire Service Day or Memorial Day; Mr. Soto is working with other fire districts to have fire engines on display; the girder will also be displayed; he will ask the churches on either side of the station to loan tables and chairs.
- Other events being planned for the spring are a Wine Tasting at Vino de Sedona with a cover charge and an event at PJ's Pub in the Village of Oak Creek; this is in addition to a \$911 donation from PJ's. Mr. Soto is hoping to raise at least \$25,000 from all the aforementioned events.

2. Discussion/Possible Action: "Future Home of 9/11 Memorial" Sign at Station #6.

Mr. Soto designed the concept for a "Future Home of 9/11 Memorial" sign to be displayed in front of Station #6. He has discussed this with Fire Chief Kazian and the 9/11 Committee. This must be a professional sign that will not get tattered and torn, utilizing a sheet of plywood with graphics (or a banner attached to pieces of wood) and a "thermometer" indicating the level of fundraising attained. The sign will cost approximately \$300. He will bring more definitive information about this sign to the next Board meeting. Mrs. Cooperman asked how the City sign ordinance worked; Mr. Jablow replied his understanding is the fire district is exempt from the ordinance, as long as it meets other standards. He said Mr. Soto has been a great asset to the Committee and believes the sign would help bring in donations. Mrs. Schoen commented the synagogue used a similar sign to raise money during its building process; she also mentioned the possibility of the Memorial being considered for a Keep Sedona Beautiful award and that Mr. Soto could talk to her about using synagogue equipment.

G. Item from Board Chairman Ty Montgomery:

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

Mr. Montgomery said Mr. Whittington's legal bill for SFD was \$2,892 in January, well under budget.

V. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Johnson talked about a fire caused by a dishwasher recently. He cautioned everyone to not leave a dishwasher running unattended or while you are sleeping, as they are the leading kitchen appliance causing fires. He asked that citizens check the model numbers of their dishwashers and go online to see if they are being recalled, such as at www.recall.gov.

VI. ADJOURNMENT

The meeting adjourned at 6:39 PM.

Corrie Cooperman

Corrie Cooperman, Clerk of the Board

:tg