



~ These Minutes were approved by the Board on 4/15/15. ~

Sedona Fire District

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BUDGET WORKSHOP ~AND~ REGULAR BOARD MEETING

Station #3 – 125 Slide Rock Road – Village of Oak Creek – Training Room

Wednesday, March 18, 2015 / 3:00 PM – Executive Session with Budget Workshop/Public Session to Immediately Follow

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

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

Board Absent: Ty Montgomery – Chairman

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

Others Present: 2 Citizens and Station #3 Crew Members; Ron Eland – *Red Rock News*

In Board Chairman Montgomery's absence, Clerk Corrie Cooperman called the meeting to order at 3:00 PM.

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. **Proposed House Bill 2351 Re: Fire Chief – PSPRS; Eligibility Update.**
2. **Sedona Regional Comm. Center (SRCC) IGA; Incentive Package for SRCC Employees.**

Mrs. Cooperman 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 Proposed House Bill 2351 on Fire Chief eligibility for PSPRS and on the Sedona Regional Communications Center Incentive Package for employees; as well as for ARS 38-431.03(A)(3) Legal Advice on the Fire Danger and Civic Signs at Station 6. Board Member Diane Schoen provided a second and the motion unanimously passed. After the Executive Session, Mrs. Cooperman reconvened the Public Session at 4:30 PM.

III. FISCAL YEAR 2015/2016 SFD BUDGET WORKSHOP.

A. **FY 2015/2016 SFD Budget Presentation from SFD Staff; Board and Staff Discussion.**

Chief Kazian began his PowerPoint presentation (below). He said Finance staff had originally planned to have the budget books for the Board on March 25th, but since the meeting was moved to the 18th, and with the many changes occurring, they are not ready; Chief Kazian said they could be available as early as tomorrow, although Meet and Confer items are still going through negotiation, and those items will not be ready for inclusion.



Budget Time is Upon Us

- Staff has been working full steam to get together a comprehensive budget plan
 - Meeting was initial planned for 3/25
 - With SRCC migration decided in February- staff has been working almost around the clock in an effort to get all of the costs and technical nuances that effect the budget
- Staff is still getting the ink to dry on the proposed budgets

Budget Overview

- Staff has been working to develop a long term and sustainable budget to present
- We are still working with a few different outcomes based on Meet and Confer issues that are still in negotiation
- We have had to work in a very compressed time, with what the migration of SRCC will mean for the budget

Capital Plan

- SFD has been trying to get things back up to speed as we have put a hold on many capital projects in the past
 - Much of this has to do with the buildings
 - Some has to do with apparatus and equipment
- If we continue to ignore the issues we have identified, it will be a pay now or pay much more later

Capital Improvement Plan – Vehicle and Apparatus

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Apparatus & Vehicles										
Ambulance	213,000 (2)									
Ambulance McChassis				110,000	110,000		110,000		110,000	
McTurk 5541										
Engine			515,000			550,000			575,000	
			5541			5531				
Type 3		600,000								
Type 6				110,000			115,000			
WT				110,000	110,000			125,000		
Rescue					125,000					
Command Staff Vehicles		41,500	57,000	45,000		45,000			70,000	100,000
		CM1504	CM1505 & AC	AC		FC			5C	Z-AC
Pool Vehicle		35,000								
		Pool Van								
Utility Vehicles	57,000		50,000		45,000		57,000	45,000		
	Wildland & WT		Wildland		Shop		Tru/Shop Telecom	Telecom		
Subtotal Apparatus & Vehicles:	390,000	677,500	661,000	475,000	490,000	595,000	321,000	285,000	751,000	100,000

Capital Improvement Plan – Debt Service

Capital Improvement Plan	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Debt Service										
Station #6 Debt Service	259,545	259,545	259,545	259,545	259,545	259,545	259,545	259,545		
Life Park's Debt Service	26,128	26,128	7,052							
Subtotal Debt Service:	287,473	287,473	266,597	259,545	259,545	259,545	259,545	259,545	0	0
<i>Capital items are scheduled on list and moved to Debt Service once under lease purchase contract</i>										
	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Stations New/Replacement										
Station 4										
Subtotal Station Replacement:	0	0	?	?	?	?	?	?	?	?

Capital Improvement Plan – Capital Projects

Capital Improvement Plan	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Equipment/Projects										
Multiplex	50,000									
Breathing Air Compressor	40,000									
Move Dispatch to CTWD PD	150,000									
A/V system - Sta 1	45,000									
Sta 4 to Sta 6 Microwave	15,000									
North Canyon Radio System	25,000									
Channel 31 simulcast upgrade		50,000								
Microwave system replacement		150,000	80,000							
Quincy's	35,000	11,000	35,000							
Radio's				350,000						
LDH 4" fire hose			15,000	15,000	15,000					
Cardiac Monitors LP 5 yrs	100,000	100,000	100,000	100,000	100,000	100,000				
SCBA's - LP 3 years						225,000	215,000	225,000		
Rescue Tools - Hurst type				5,000				20,000		20,000
Rescue Air Bags		5,500		5,500			5,500		5,500	5,500
Thermal Image Camera	12,500		12,500		12,500		12,500		12,500	
Subtotal Equipment/Projects:	390,000	351,000	230,500	478,500	127,500	345,000	245,000	245,000	21,000	25,500

Capital Improvement Plan – Totals and Surplus Program

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Debt Service	287,475	287,475	286,577	293,545	293,545	299,545	299,545	299,545	0	0
Stations New/Replacement	0	0	0	0	0	0	0	0	0	0
Apparatus & Vehicles	581,000	877,500	862,000	475,000	480,000	586,000	552,000	285,000	753,000	1,000,000
Equipment/Projects	580,500	351,500	220,500	475,000	117,500	345,000	245,000	245,000	11,000	38,500
Total Capital Expenditures	1,049,075	1,318,475	1,148,577	1,211,545	878,545	1,102,545	897,545	789,545	778,000	1,282,500
Sale of Surplus	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
	Ambulance 02 032	3 Type 3	03 02 (03 02)	017	019 Truck	Police	Type 8	017		
	Ambulance 02 042	T Blower		Ambulance 06	017	03 02 Mc706	Type 8			
				Type 8	03 02					
				03 02 Diesel						

Building a Budget Bridge

- Based on the change in philosophy to try and budget cash for capital purchases instead of use the capital reserve funds which have been essentially depleted
 - All of our capital plans are now programmed in the budget
 - All of the capital funds that were saved, have now been spent to afford to pay for items/programs via the Levy
 - Capital funds are slated for about \$1M a year in our budget
 - Currently Station 6 accounts for about \$250,000 a year
- Trying to smooth out the utilization of the reserve funds and the need to increase our Levy has caused an increase in taxes
- SFD continues to look for ways to reduce spending and provide relief to the taxpayers of our district

Building a Budget Bridge

- SFD has found itself in a state of disrepair
 - Many capital issues such as building repairs have been ignored
 - There are vehicle replacement that have been out of a rotation and need to be replaced and put back into a replacement plan
 - Some capital infrastructure/technology issues have been left without funding for a long time
- Staff is committed to getting things back on track and utilize our funds wisely. Ignoring repairs and needs only creates additional work and expenses
 - This takes time and money
 - We have been working to prioritize things that need to be done
 - We have been writing grants where we can to help offset costs whenever possible

Pension Funding

- The Arizona Public Safety Pension System (PSPRS) has been working to find ways to relieve the pension burden that has been created
- SB1609 worked to provide what was thought to be relief but it was challenged in court (Fields vs Elected Officials Retirement Plan) and created a repayment situation for retired members' liability for COLAs that were not paid
 - SFD was assessed an increase in our percentage to pay for this portion of approximately \$190,000 in additional costs SFD must pay
 - There are 2 other lawsuits pending that could negatively impact the budget if they are found to be unconstitutional
- SFD Employer Contribution was 20.71% and is going to 24.07% for FY16
 - The average Employer Contribution rate is over 40% in AZ

Budgeting Goals

- It is Management's goal to try and limit the % increase from budget year to budget year
- In order to maintain sustainable operations, this must happen but currently there is catch up needed in the budget to get where we can stabilize things out
- Maintaining a fairly stable capital line item to keep a constant in the budget and reduce spikes due to costs was a primary goal in the development of the capital budgeting plan
- Provide the agency with the effective tools necessary to be successful in its mission

Budgeting Realities

- Everything we do in the emergency business is expensive – our tools, our equipment, our insurance
- SFD wants to remain competitive in salary and benefit package to assure attracting the highest caliber people for all our positions
- SFD has taken fairly aggressive actions in the past to reduce employee costs by changes to the benefit package – both annually and end leave liability, but the realization of many of those costs are down the road

Budgeting Realities

- Proposition 117 impacts
 - Assessed value on Full Cash Value for Coconino and Yavapai County combined would have been 14.20%
 - Limited Cash Value was actually only 2.23%
- Prop 117 limits the taxable assessed value to a cap of 5%. This will restrict our ability to appreciate the growth SFD has seen and will almost guarantee to force our mil rate to go up annually

FY16 Projected "first draft" budget

- You will be presenting your books in an electronic format for your review
 - All of the updates will be sent electronically as well
 - This saves much time and money for staff time and copies
- Anyone who wants a hard copy of the "Budget Book" – please let us know and we will print one out for you – sometimes easier for people with this sort of document

FY16 Projected "first draft" budget

- We are still working on finalizing numbers for the SRCC migration and other insurance quotes to get in this budget – things are still a work in progress for those line items (we hope to know better by April meeting)
 - We are working on a request in the regular meeting to approve contingency funds from FY15 budget for things that need to be ordered for efficient SRCC migration

A Few of the Things We Are Working Towards Addressing in FY16

- Repair of aging facilities in disrepair
- Building a new Website (mobile and user friendly)
- 2 new ambulances (June 2013 ambulance has over 32,500 miles on it already)
- UTV for safe access to back areas (save wear and tear on fire apparatus)
- Upgrade Podium at Station 1 MPR and Training
- Dispatch Migration costs
- End Leave liability costs for SRCC and 3 admin staff
- Air Compressor that is functional
- Enhance radio coverage in OCC
- 2 new gurneys
- Correct the salary grade to better reflect JD

Things We Have Already Cut

- Reserve Program
- Part time position that was in the budget
- Spread out request for new ambulance gurneys (wanted 1 year purchase- now 3 yr)
- 1 person to attend paramedic school
- Suspended the desire to purchase new cardiac monitors
- SRCC costs

Initial Budget Numbers

- Below are DRAFT numbers as we are looking to finalize the budget
- We are waiting for Healthcare quote, Workers Comp quote, General Liability quote
- We are also waiting to know about COLA
 - Currently Social Security is 1.7% for 2015
- We need to determine retention option costs for SRCC employees to budget

First Draft Budget Numbers

- | | |
|---------------------------------|---------------------------------|
| ■ 2015/16 (FY16) | ■ 2016/17 (FY17) |
| ■ O&M (Operating and Materials) | ■ O&M (Operating and Materials) |
| ■ \$13,510,679 | ■ \$13,067,895 |
| ■ Budget Contingency | ■ Budget Contingency |
| ■ \$400,000 | ■ \$400,000 |
| ■ Capital Budget | ■ Capital Budget |
| ■ \$1,049,973 | ■ \$1,316,473 |
| ■ TOTAL BUDGET | ■ TOTAL BUDGET |
| ■ \$14,960,652 | ■ \$14,784,368 |

Where Do We Go From Here

- Need direction to address SRCC staff issues
- Meet and Confer needs to wrap up so we know the costs or savings with any of the decisions
- Get Board direction for COLA (preferably at April Meeting)
- We need to get the outstanding numbers for pending budget items (insurance items)
- Determine Board's comfort ability in capital plan

Chief Kazian concluded his presentation and commented the mil rate has very slim chances of decreasing, mostly due to Prop 117; pre-Prop 117, SFD would have received a 14.20% increase in Assessed Values from the counties, but now, fire district taxes are based on limited cash value, and we will only get 2.23%, which is not keeping up with the cost of doing business. Chief Kazian said the budget pages will be uploaded to the Board's iPads, but members can request hard copies, if preferred. He then asked for Board questions.

Mrs. Cooperman stated her appreciation for staff looking far ahead to limit budgetary "surprises"; she understands there is a lot of deferred maintenance in our facilities over the last few years, which must be addressed. She further commented that fire district equipment is expensive, and technology continues. Mrs. Schoen asked the age of Station #4 in Uptown; Fire Marshal Gary Johnson responded it was built in the 1960s. Chief Kazian said Station #4 must be replaced in upcoming years due to its many problems, as well as the ceiling of the bay being so low, our fire trucks only clear the top by a few inches. He said there has been a lot of "kicking the can down the road" in the past, and maintenance/replacement can no longer be ignored.

Mr. Hazime asked if a mil rate has been proposed; Chief Kazian responded it is premature to speculate, but that information will be available at the April meeting; it will most likely be a 10% or more increase. He asked all to remember the levy is more important, and the mil rate must be capped at \$3.25, with no opportunity to increase.

B. Public Comments.

A member of the public, Jerry Showalter, asked if Station #4 would be re-built at the current location or a different one; Chief Kazian said his first instinct would be to maintain it at the current location, although that has not been determined.

IV. 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.

Mrs. Cooperman led the Pledge of Allegiance. Division Chief Scott Schwisow asked all present to honor the memory of the 11 Police Officers and 4 Firefighters across our nation killed in the line of during the last month.

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

- 1. Proposed House Bill 2351 Re: Fire Chief – PSPRS; Eligibility Update.**
- 2. Sedona Regional Communications Center (SRCC) IGA; Incentive Package for Employees.**

Mrs. Cooperman said the Board received an update on the Proposed House Bill. *She then entertained a motion to instruct Mr. Whittington to work with Chief Kazian to form details of the incentive package for SRCC employees; Mrs. Schoen so moved, and Board Member Nazih Hazime seconded; the motion was unanimously approved.* Mrs. Cooperman said the Board also got legal advice regarding the Station 6 sign, which would be discussed later in the meeting.

C. Consent Agenda – Discussion/Possible Action:

- 1. February 25, 2015 Executive Session Minutes.**
- 2. February 25, 2015 Regular Board Meeting Minutes.**

Mrs. Schoen moved to approve the Consent Agenda, as presented, Mr. Jablow provided a second, and the motion was by unanimously approved.

D. Public Forum:

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

No member of the public requested to speak.

Agenda Item IV.F.3: Mrs. Cooperman then moved to Agenda Item IV.F.3, as a member of the public was present regarding the existing civic group sign at Station #6. Chief Kazian recommended the district purchase the fire danger sign, as well as the sign to be used for civic groups; he said the participating organizations on the sign would be asked to purchase their insignias. He said ownership of the sign gives SFD control to make sure it is maintained properly and to match the existing signage on the property; there are also signs needed to curb through traffic. Chief Kazian said in order to be allowed on the sign, organizations must provide services for the public good, which would eliminate the possibility for one of the groups. Mr. Jablow asked the timeline of the sign construction; Chief Kazian said he is hoping by May 1st to be in time for wildland fire season.

Chief Kazian also said SFD received a quote from a local contractor for the signs, which was considerably more expensive than Danson Construction's (the firm that built Station #6). Chief Kazian stated his support for all the civic groups, and acknowledged our community's commitment and dedication to volunteerism over the decades. Mrs. Cooperman stated her interest in seeing the fire danger sign built, as it was her idea to help keep our community aware of fire danger levels; she said we would also be keeping history in place by providing a venue for the civic groups to continue their community presence on a more modern sign matching the new station. She said the Board received clear legal advice that in order for SFD to offer space on the sign, those civic groups represented must contribute to the public good of our community. The estimated cost for the civic group medallions is about \$200. Mrs. Cooperman feels it is important for SFD to also have representation, which could be our logo, a 9-1-1 reminder, and the Sedona-Verde Valley Firefighter Charities. *Mrs. Schoen then moved to approve Purchase Order #8671 in the amount of \$13,574 for fire danger sign, additional signs, and an opportunity for civic groups to participate with their emblems.* Chief Kazian clarified funds would come from contingency for the parking lot sign and civic sign, with the fire danger sign covered by a grant; *Mrs. Schoen so clarified in her motion. Mr. Jablow provided a second to the motion, and it was unanimously approved.*

E. Business:

1. Discussion/Possible Action: Review and Approval of:

a. February 2015 Financial Report.

Finance Manager Sandi Schmidt informed the Board the financial report indicates we are on track in the budget and everything is moving forward in the normal process. *Mrs. Cooperman then asked for a motion to approve the February Financial Report, as presented; Mr. Hazime so moved, Mr. Jablow seconded, and the motion was unanimously approved.*

2. Discussion/Possible Action: SRCC Migration Update-Contingency Funding Authorization.

Mrs. Cooperman asked for the update of this item. Chief Kazian said since the Board's decision last month to engage Cottonwood for dispatching, staff including SRCC Supervisor Jeff Jenning, Telecommunications Supervisor Bob Motz, Chief Schwisow, and he have been working hard to start the process. He said they are "full steam ahead" to get things done, and some issues have timelines connected, such as notifying the State 911 Administrative office. He said staff is recommending using \$100,000 from contingency funds in this budget year to order a required tower study and a microwave dish needed for the migration. He said there have been very positive and productive meetings and dialogue thus far, and everyone is working together well to come to resolution; he said the plan is to begin dispatching from Cottonwood by September 1st. Chief Kazian said one of the SRCC's user agencies had requested SFD release it from the IGA effective immediately, but as this would cause additional costs to remaining agencies, and because the contract does not allow it, he will notify the agency that is unacceptable. He said some of the agencies will migrate as early as July 1st or 15th and hope to be fully migrated by September 1st, although there are still necessary steps outside our control. Chief Kazian informed the Board that three full months (July, August, and September) of dispatching costs at the SRCC are built into the proposed budget before transition is completed, and if we only need two months, those costs would transfer from paying SFD dispatchers to paying Cottonwood for its services. He said SFD's problem as the owner/operator of the SRCC is, as agencies leave and stop paying for our service, we must still keep two dispatchers on each shift for SFD's dispatching.

Mr. Hazime asked for the current contingency balance; Chief Kazian responded there is \$245,000 currently in contingency, and the Board just authorized some funds, leaving about \$240,000 for any other potential major technical items, although he is comfortable with the current estimate. Mrs. Cooperman asked about the update of the primary PSAP. Chief Kazian said he has drafted letters to Yavapai and Coconino County Sheriffs, and Police Chiefs in Sedona and Cottonwood to give official notification of the transfer of service, and to request they allow the SRCC primary PSAP to stay with Cottonwood for fire/EMS dispatching; Sedona Police Chief Ray Cota has been provided all the information and is hoping to have a decision next week; Chief Kazian strongly encouraged him to allow the primary PSAP to go to Cottonwood; he said, unofficially, Yavapai County has given its approval for Cottonwood. Division Chief Schwisow said they recently learned of another upgrade needed to 911 equipment and funding will be available, which may be good news for SFD. Chief Kazian said all the PSAP coordinators are aware of the issues; the only pending staffing decision is regarding our GIS Specialist and whether the position would stay at SFD or go to Cottonwood, as they have expressed an interest in hiring her as well. Chief Kazian said more information will be available next month.

Mrs. Schoen moved to approve authorization of up to \$100,000 from contingency in Fiscal Year 2015 to be allocated for SFD's expenses in the migration from SRCC to CPSCC; Mr. Hazime 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. Update: Introduction of New Human Resources Manager Jane Witt.**

- ii. **Update: SFD Firefighter Hiring List 2015.**
- 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 stated statistical information is presented in the same format as last month due to prioritization of projects, although a new format will be presented soon. Community Risk Management provided 68 inspections and plan reviews compared to 79 last February. He reported the Seven Canyons Clubhouse is under construction; Fire Marshal Gary Johnson said Seven Canyons is trying to get a temporary Certificate of Occupancy at the end of this month, and he encouraged all to go if there are open house opportunities, as it is a very unique structure. Also, plans have been submitted for Courtyard by Marriott – an \$11 million project. SFD is on track for another increase of incidents this year. Mrs. Cooperman asked if the increase is due to tourists; Chief Kazian said that is hard to answer because those are not tracked, unless it is for an EMS (ambulance) call because out of district residents’ insurance is billed in full. He said under the Grants Update, there is nothing new to report, but a few are in process. He reported operational personnel are continuing in Blue Card training. He noted calls into the SRCC are continuing to decline. Chief Kazian also acknowledged a donation to SFD in memory of Arnie Schoen. Under training, he remarked Engineer Tim Kriegel is participating in a “Train the Trainer” driving program and gave “kudos” to Computer Technician Jeremy Harris for HelpDesk training to several employees. Fire Marshal Johnson added that the recent FireWise Assessment class filled quickly with spaces reserved for locals; SFD is open to hosting this class every February, as it is a good way to kick off wildland season; he received very positive comments about the class and homeowner associations have requested more information.

Chief Kazian talked about a significant incident that occurred March 12th; he said Steve VanRiper was the Acting Captain along with Engineer Jamie Ingrao, and they responded to a report of a five car accident with a semi-truck involved on Interstate 17 at Highway 179; as VanRiper and Ingrao approached the southbound on/off ramp, they slowed down and scanned the situation; as they looked to the left, they saw a runaway semi-truck coming down the off-ramp, which narrowly missed hitting our engine and other vehicles, as well as people standing outside cars. Chief Kazian commended Engineer Ingrao for his driving skills and Acting Captain VanRiper for his excellent radio traffic – giving a concise safety warning to on scene crews and location of the semi-truck. The incident was reported to a national “near miss” agency for others to learn from our example.

Chief Kazian said on May 2nd, the Fire Chiefs of Sedona and Verde Valley will participate in a chili competition against each other, with the winner receiving a donation to his favorite charity. He reported in the recent Firefighter testing process, SFD received 115 applications, with 22 of those not qualified; 68 people showed up to take the written test with 23 of those passing, and of those, 21 went through the practical skills’ testing. SFD personnel did a great job on the testing process and the list will be good for two years; he thanked all the personnel who helped with the process including those who sat on the lengthy oral boards.

Chief Kazian then introduced our new Human Resources Manager Jane Witt, and gave her the formal Oath of Office. Ms. Witt said she was recently with the Verde Valley Medical Center, and prior to VVMC, was with NorChem Lab, a forensic drug testing facility in Flagstaff; she started the HR departments of Desert Schools Credit Union and a multi-state print manufacturer; and previously worked with Motorola. She said she is happy to be part of SFD.

F. Items from Staff:

1. Discussion/Possible Action: Proclamation for National Telecommunicators Week – April 12 – 18, 2015.

Mrs. Cooperman read the Proclamation aloud (attached). Chief Kazian commended the SFD 911 dispatchers for their professionalism and dedication in the past and now, through a difficult transition; he said they have shown passion for their craft, and applauds them for being the first, first responders and we appreciate them for what they do and have done. *Mrs. Cooperman then moved to approve the Proclamation for National Telecommunications Week for April 12th through the 18th, 2015; Mrs. Schoen seconded, and the motion was unanimously approved.*

2. Update: EMS Billing – Request for Proposals for Camp Verde and Montezuma-Rimrock Fire Districts.

Chief Kazian said SFD received a request from Camp Verde and Montezuma Rimrock Fire Districts to give a quote for Emergency Medical Service (ambulance) billing; Finance staff worked on a cost model for the proposal. Chief Kazian said there would have to be a benefit to our organization in order to place a bid, and it was determined the proposed three year Intergovernmental Agreement (IGA) would make about \$40,000 in annual revenue after expenses, and a part-time billing clerk would be hired, to also help our billing section in coverage. SFD's quote is reported to be the low bid. Although the IGA could fall through, as the one for Black Canyon City Fire District did last year, the Camp Verde Fire Board will meet next week to consider it and the RFPs. Chief Kazian also said this goes along with what the Board learned at the AFDA conference regarding consolidation and shared services with other organizations. He informed the Board that SFD received a request to bid for billing services from another fire district last week, and they would be going out for RFP soon; he stated he would keep the Board posted on any developments.

3. Discussion/Possible Action: Fire Danger and Civic Group Signs at Station 6.

This item was discussed earlier in the meeting.

G. Items from Board Chairman Ty Montgomery:

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

Mrs. Cooperman said on behalf of Chairman Ty Montgomery, who was unable to attend the meeting, she was pleased to say SFD legal fees to date are less than half of the budgeted amount for the fiscal year.

V. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Gary Johnson reminded all of the upcoming wildland fire season, and asked everyone to take steps to keep property FireWise.

VI. ADJOURNMENT

The meeting was adjourned at 6:08 PM.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

: tg