



Note: These Minutes were approved by the Board on 7/23/14.

Sedona Fire District

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PUBLIC BUDGET HEARING AND REGULAR BOARD MEETING
Station #1 – 2860 Southwest Drive – West Sedona – Multipurpose Room
Wednesday, June 25, 2014 / 4:30 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

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

Staff Present: Kris Kazian – Fire Chief; Scott Schwisow – Division Chief; Buzz Lechowski – Division
Chief; Gary Johnson – Fire Marshal; Sandi Schmidt – Finance Manager; Tricia Greer –
Executive Assistant as Recorder

Others Present: William R. Whittington – Attorney; 3 Citizens

Board Chairman Ty Montgomery opened the meeting at 4:35 PM.

II. FISCAL YEAR 2014/2015 SFD PUBLIC BUDGET HEARING

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. Division Chief Buzz Lechowski led a Moment of Silence to honor the 19 Granite Mountain Hotshots who perished almost one year ago; and to remember the 5 Firefighters and 12 Police Officers from around the nation who lost their lives in the line of duty in the last month.

B. Public Comments – Re: Fiscal Year 2014/2015 Sedona Fire District Budget; Staff Response.

Mr. Montgomery opened the public comments section for the Fiscal Year 2014/15 budget and asked if anyone from the public wished to speak; as no one did, the public comments section was closed.

C. Discussion/Possible Action: Resolution #2014-02, Approval of Fiscal Year Budget 2014/2015 including the Salary Scale.

Mr. Montgomery then requested any discussion regarding the FY 2014/15 budget. Board Clerk Corrie Cooperman said the Board and staff had discussed it thoroughly over the last six months; *she then moved to approve Resolution #2014-02 for approval of the SFD Fiscal Year 2014/2015 budget including the salary scale. Board Member Scott Jablow seconded, and the motion was unanimously approved.*

III. REGULAR BUSINESS MEETING

A. Consent Agenda – Discussion/Possible Action.

1. May 28, 2014 Budget Workshop and Regular Business Meeting Minutes

Mr. Montgomery moved to approve the Consent Agenda, as presented. Mr. Jablow provided a second and the motion unanimously passed.

B. Public Forum

1. Public Comments.

No one requested to speak during the Public Forum.

2. Executive Staff Response to Public Comments.

There was no Executive Staff response.

C. Business

1. Discussion/Possible Action: Review and Approval of May 2014 Financial Report.

There were no questions regarding the financial report. *Mr. Montgomery moved to approve the May finance report, as presented; Mr. Jablow seconded and the motion was unanimously approved.*

2. 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.
 - i. Recognition of Firefighter Brent Johnson/Mutual Aid to Montezuma Rimrock FD.
 - ii. Response of Citizens to Devil’s Bridge Accident.
- f. General Update of Recent SFD Activities, Happenings, and Events.
 - i. Offers of Employment to Firefighter Candidates and Comm. Specialist Trainee.
 - ii. Slide Fire Photography Exhibition/Fundraiser – July 10th–20th, Sedona Arts Center.
 - iii. Delivery of New Fire Engine.
- g. SFD Training Report.
- h. Donations to SFD.
- i. Update of Grant Activity.
- j. Correspondence/Thank You Letters to SFD.

Chief Kazian reported significant events in May included a commercial kitchen fire at the Chocolate Tree, which was extinguished by an employee prior to crew arrival. On May 19th, SFD responded to Safeway for a fire in a generator at the back of the building; it was fairly minor, but prompted Community Risk Management to help improve safety at Safeway. And, of course, the Slide Fire which began on May 20th at about 3:45 PM. It was fully contained on June 4th, and burned 21,227 acres in the Coconino National Forest, which is the largest in the Forest’s history. Chief Kazian stated the initial SFD crews did an amazing job in evacuating the Canyon and stopping the fire from going to the East side of Highway 89A. He stated SFD resources were effectively and appropriately used and there was no loss of life or structure. Before the fire ended, there were 1,200 firefighters on the ground and only minor injuries. He thanked all SFD employees for their hard work in all the tasks necessary to perform during the Slide Fire. The fire costs over \$10 million dollars to the US Forest Service and State Land. He said SFD has applied for Federal assistance through the State of Arizona and if granted, we could be reimbursed for expenses. Chief Lechowski added that although there has been concern expressed in the past about firefighters living outside the district, that as soon as the “all call” was issued, everyone responded quickly and the system worked well.

Chief Kazian said the Call Summary Report reflects that SFD is 101 calls over last year, which he said is a trend, not a “blip”, and is pretty confident it is not going to slow down. Mr. Montgomery asked if the numbers for wildland urban interface calls going from 0 to 10 were all related to Slide Fire; Chief Kazian said no, there have been a number of wildland/brush calls, and all calls that came in for the Slide Fire are counted as one. Chief Kazian said the number of EMS calls is up by 62 and interfacility calls up by 60; he said it is considerable to have ambulance service up by 120 plus calls, and that means a lot of “down time” when units are out of service. Rescue assignments are also impacting SFD; Chief Kazian said with the Forest Service in Oak Creek Canyon being closed soon, there could be less rescue calls, but visitors will, most likely, just hike other areas. Mrs. Cooperman asked since calls are considerably higher, if there is a need to look at total staffing; Chief Kazian said not at this time, but they need to track them this year and going forward to see if this trend continues. Mr. Montgomery asked how often move-ups are required through mutual aid; Chief Lechowski said this would be rare and only for major incident move-ups rather than normal drawdowns. Chief Kazian said it is important to keep watching this, and if the trend continues, this will put SFD over 4,000 calls for the year.

Chief Kazian said although the report shows Station 6 at nine calls year to date, it is important to remember those are just the calls in their still district – not all the calls to which they respond; Station 6 is busy; Mr.

Montgomery reminded all that a big part of the need for the station was to reduce response times into Station 3 and 4's calls; Mrs. Schoen said she felt it is important to have the total number of calls to which Station 6 responds; Chief Lechowski said Station 6 also responds to every fire and technical rescue call; he will find the exact number. Mrs. Schoen said it is better to be proactive to show Station 6 is being used, and although it may not be published, we need to have the other information available when someone asks. Mr. Montgomery said he agrees with Mrs. Schoen that we need to know what the true volume of response is. Mrs. Cooperman said, at a bare minimum, it would be nice to have it at the end of the year. Chief Kazian said we will work on how to present that in a format that makes the most sense.

Mrs. Cooperman said the percent of calls responded to within six minutes improved, and it is nice to see the way the report has been formatted.

Chief Kazian noted the donations for May and stated there were two \$5,000 donations in June for the wildland fire prevention fund. He said SFD and the City of Sedona held Emergency Operations Center training in May, which could be important during fire season. He announced Fire Inspector Kevin Sullivan attended a two-week class at the National Fire Academy. Battalion Chief Ed Mezulis and Chief Lechowski continue to work on a fire-based Community Paramedicine program, and we should receive an update at the end of the summer. There is nothing new to report on Grants, as we are awaiting official notification.

Chief Kazian reported Battalion Chief Jayson Coil wrote a memo commending Firefighter Brent Johnson's actions on a mutual aid Technical Rescue call to Montezuma Rimrock Fire District; Firefighter Johnson performed a shorthaul helicopter rescue under extremely dangerous circumstances, which actions helped save the life of an 18-year-old girl. Telecommunications Supervisor Bob Motz also helped in the effort by repairing Firefighter Johnson's helmet communications. Chief Kazian commented this demonstrates how and why we train as we do and the level of professionalism our team exhibits, as well as our dedication to service.

Chief Kazian stated he prepared thank you letters to send to bystanders that helped with a tragic incident off Devil's Bridge on April 2nd. Under General Update, the Chief announced we are hiring firefighter candidates to replace vacancies and also recently hired a Communications Specialist Trainee to help staffing in the Communications Center.

Chief Kazian announced a Slide fire photographic exhibition will be presented from July 10th through 19th at Sedona Arts Center as a tribute to Oak Creek Canyon. Both local Rotary Clubs have donated funds for the exhibit and there will be a donation-based attendance fee. He also said SFD has received delivery of its new fire engine and we are preparing to put it into service at Station 1. Chief Kazian called everyone's attention to the great numbers of thank you letters SFD has received from citizens during and after the Slide Fire.

D. Items from Staff.

1. Presentation: Post-Slide Fire Concerns in Oak Creek Canyon.

a. Emergency Warning Sirens.

b. Flood Insurance Information.

Chief Kazian said following the Slide Fire, the Burned Area Emergency Response (BAER) team comes in and their job is to create a report within seven days of fire containment for every wildland fire over 500 acres to determine the post-fire environment; in this case, 21,000 acres burned with 46% of those acres being moderate to high burn severity – approximately 10,000 acres. The BAER team tests to see how the soil will react to water, and because of the high slopes affected, water is not held back as affectively, and soil runs off. This is measured and maps created showing where conditions could be problematic including landslide areas in relationship to homes. Chief Kazian, Coconino County representatives, Sheriff, Emergency Manager, and an engineer met with Oak Creek Canyon businesses today to make sure they are aware of the post-fire flooding issues and risks. The BAER report was published today and there are concerning areas and businesses and homeowners will need to make critical decisions. SFD has been working with affected partner agencies to carefully assess risks and to plan for emergency response; he said it is difficult to prepare with the unknown of the complexity of the incidents – whether it is minor or major.

He said there could be what is called a “flush” of debris and material through parts of the Canyon with catastrophic outcomes to life and property; he said in the last year in the State of Washington, a mountainside had given way dropping 70 feet of mud onto a residential area with a tragic loss of life, and it is incomprehensible to consider it could happen here, but we must be prepared. Plans are underway to request Federal responses, Urban Search and Rescue, cadaver dogs, etc., and we are expecting debris loads from two to eight times normal amounts of water. He said the landslides could block Oak Creek and create new waterways with very little to no warning.

Chief Kazian said tomorrow, the emergency outside warning sirens will be tested in the Canyon – these are typically used for wildland fire, but could also be used in other types of emergencies, such as flooding. The National Weather Service will put out flash flood warnings, as needed, which will notify our Communications Center to sound the sirens and simultaneously, the county will send out a Code Red warning to those individuals who signed up to receive them. Radio station 92.9 will broadcast emergency information, but it is not a 24 hour station and station employees would have to be called to go to or remote into the radio station; these are limiting factors out of our control, but we must be extremely prepared in our procedures. In conjunction with the siren testing, residents are being asked to have their evacuation plans in place to practice. He said monsoon rains which were thought to begin around the 7th could start as early as July 2nd or 3rd. SFD is working hard to be ready to respond to many different scenarios. Battalion Chief Jayson Coil is heading a project for pre-damage assessment using a donated database for geo-tagging houses with details of the owner, contact information, and possible occupants. There will be safety zones set up at both ends of the Canyon to warn people going into the Canyon as to what is forecasted in weather. It is a highly unpredictable situation for responder safety. These dangerous circumstances could last three to five years.

Mr. Montgomery commented even with flood mitigation, damage to neighborhoods occurred for years after the Schultz Fire. Chief Kazian said the difference in Oak Creek Canyon is there is a waterway involved, but we cannot determine where or when flooding or landslides could occur. Chief Kazian said the Forest Service is closing the Canyon from the Huckabee Trail to the switchbacks starting July 7th. The USFS is responsible for mitigation, and a couple of hundred thousand dollars can be used for those efforts. However, in some cases, of houses underneath slide areas, there is no mitigation that can be done.

Chief Kazian then talked about flood insurance and its associated 30 day waiting period – except in the case of exacerbation caused by wildfire on Federal property; the waiting period could be waived if it meets criteria and flood insurance is purchased within the 60 day period after full containment of a wildfire – in this case, the Slide Fire was fully contained on June 4th, meaning July 3rd would be the last day for waiver. Agencies are highly recommending homeowners in the area of concern be covered with flood insurance, as well as those downstream. Chief Kazian said law enforcement presence will be increased to try to keep people out of those areas of the Canyon. Mrs. Schoen asked about the level of cooperation the agencies are receiving from Canyon businesses and residents; Chief Kazian said they are very appreciative of our hard work and communication efforts, as well as they feel a sense of frustration, and helplessness; he said the agencies have been very clear that the business owners have responsibility to convey emergency notification and evacuation plans to their patrons. Mrs. Cooperman commented that the recreational lands will be closed down, but Canyon businesses rent out to people from other areas of country that will have no idea. Chief Kazian said Coconino County has taken no stance about closing any businesses involuntarily, but today, the owners were given the “big picture”, and they were also told the county may have to take future actions; the agencies do not want to interfere with commerce, but business owners have some responsibility, and all understood.

Chief Kazian said a “flood watch” is a general warning of the possibility of flooding, and a “flood warning” means flooding is imminent. The representative from the Weather Service stated last year, there were ten “events” in Oak Creek Canyon that would have triggered notification of the siren system. He said the county is working on getting Community Emergency Response Team (CERT) volunteers stationed at the top and bottom of the Canyon as a proactive approach to warn visitors, as well as ADOT will get electronic signage with messaging for flood warnings, danger, etc. Mr. Jablow asked about the life expectancy of the sirens and

revisiting this issue in a more calm time, such as winter. Chief Kazian said it is a good opportunity to work with the county on the sirens to assess the value and future needs, and that the sirens are old and originally purchased in 2002 as military surplus, and reaching the end of useful life, with perhaps two more years. SFD will see if there is interest in the county helping write a grant.

Mr. Jablow asked what is the latest notification method regarding the sirens; Chief Kazian replied there is a protocol and a system in place; Chief Lechowski said the goal is accuracy and specificity for Code Red notifications, so people do not receive a Code Red and panic when they are 20 miles from danger. Mrs. Schoen said community members have asked Board Members about the situation. Chief Kazian highly recommended citizens sign up for the alert systems through the County and City of Sedona to be notified via cell phone for emergencies in their areas. Chief Kazian commented there were good turnouts of 150 to 200 people at the recent community meetings, and the Sedona Red Rock News has worked on post-fire stories and Fire Marshal/PIO Gary Johnson is working with them on more. Chief Kazian stated the agencies are hoping to get more press coverage, even from the Phoenix area, on siren testing and getting safety messages out to the public.

2. Final Update: Station #6 Construction.

Chief Kazian stated we had a loan for \$2.25 million to build Station 6 and we also had another \$299,000 in the budget – for \$construction management, Telecommunication needs, etc. – which comes to \$2,549,000 out of this year’s budget; in the end, we spent \$2,498,966 for a difference of \$50,034. He noted the final figures on the sheet provided to the Board. Chief Kazian added that although staff requested contingency money relative to furniture, fixtures, and equipment and impact fees, we did not need to use any contingency. This means we are about 2% under budget.

3. Discussion/Possible Action: P.O. #8668 to ESO Insurance Agency, Inc. of \$100,195.81 for Property and Liability Insurance; Accident and Sickness Insurance for FY 2014/2015.

Chief Kazian stated SFD went to Request for Proposals this year, as well as last year, and received two quotes – from ESO and VFIS – each policy met the criteria of the RFP, but each company has different ways of doing things; with that, staff balanced which one they thought would provide the best coverage for the district; as a package, ESO insurance (which uses ISIP, our current provider) came in at \$100,196, and VFIS came in at \$102,261; staff recommends maintaining its current relationship with ESO and to approve the motion for insurance at \$100,195.81 for general liability – including cyber protection, as well as accident and sickness policy. Chief Kazian said both companies provide good coverage and agents, but ESO is a lower net/net, and we believe it is better. *Mr. Montgomery moved to approve P.O. #8668 to ESO Insurance Agency in the amount of \$100,195.81 for property and liability, as well as accident and sickness insurances, a second was given by Mr. Jablow and the motion unanimously passed.*

4. Discussion/Possible Action: Election Services Agreement with Yavapai County (Tabled 5/28/14)

Mr. Whittington had concerns with the original Agreement provided from the County, but this version has been approved by legal. Chief Kazian said in talking with the County this week, staff found the \$4.60 per registered voter fee for election services is a “not to exceed price” based on the number of agencies utilizing election services and, therefore, the costs for the election could be less than anticipated. *Mrs. Cooperman then moved to approve the Election Services Agreement with Yavapai County; Mr. Jablow seconded, and the motion unanimously passed.*

5. Discussion/Possible Action: Resolution #2014-03 / Call of Election for Three Board Vacancies in the November 2014 Election.

Mr. Montgomery moved to approve the legally-required Call of Election for three Board vacancies in November 2014 in Resolution #2014-03; Mrs. Cooperman seconded and the motion passed unanimously.

6. Discussion/Possible Action: Policy #2014-03, “Drugs and Alcohol-Free Workplace” (Revision of previous policy).

Chief Kazian said the Policy and Standard Administrative Procedure for Drugs and Alcohol-Free Workplace needed to be amended to include policy regarding medical marijuana. Mr. Whittington reviewed the policy, as well as the internal procedure used for testing and compliance. *Mrs. Cooperman moved to approve Policy #2014-03, "Drugs and Alcohol-Free Workplace" to be effective 7/1/14; Mrs. Schoen seconded, and the motion was unanimously approved.*

7. Upcoming Statute-Required Professional Development Training for all Arizona Fire District Board Members and Fire Chiefs.

Chief Kazian said a Senate Bill was submitted and approved by the legislature; he asked Mr. Whittington to address the Board and pass out copies of SB 1387 and highlighted the training requirements for all Arizona Fire Board members and Fire Chiefs, with the penalty of being removed from office and grounds for nonfeasance with civil penalties, if training requirements are not fulfilled. He said each Board Member and Chief must take at least six hours of structured training on Open Meeting Law, finance, governance, and other matters; we are awaiting the Attorney General's opinion on this new law. The requirements begin after the November 2014 election, but candidates running for office starting this year must comply within one year after election. AFDA is sponsoring that training and will provide certification, and the committee will meet tomorrow to finalize the specifics for the AFDA conference in January 2015.

Mr. Whittington said there have been questions if previous training in those areas could be credited, but he does not believe that will be allowed. Mr. Hazime asked if the training could be taken on-line; Mr. Whittington responded "not yet", but perhaps in the future. New Board Members must comply within the year after the election cycle. Mr. Whittington clarified the Statutes say fire chiefs hired or appointed after the November 2014 election must comply, but pondered what happens when current chiefs sign new contracts. Chief Kazian commented there is nothing wrong with additional training, which aligns with dedication, interest and passion to be good at what you do; however, he does want this Board and future Board Members to be aware of the legal requirements and ramifications of non-compliance. Chief Kazian said also in the Senate Bill are new regulations for family relationships to the Board with employees, along with conflicts of interest; it reaffirms Board's obligation not to work for the district or participate in any way for family members to be appointed or hired by the district, and if they do, provision allows county attorneys to remove the employee or board member from the position. Mr. Montgomery clarified, for example, a Board Member's son could work for a fire district, but the Board Member could not participate in his hiring. Mrs. Schoen asked if the County Election departments would notify potential candidates of this requirement; Mr. Whittington said the counties are not yet sure how this law will affect them and are advising interested candidates to seek legal counsel until the full meaning of the training requirement is determined.

E. Item from Board Clerk Corrie Cooperman.

1. Discussion/Possible Action: Installation of Fire Danger Level Indicator sign for Station 6. Discussion to include funding options and possible future addition of Fire Danger Level Indicator signs at other appropriate gateway locations.

Mrs. Cooperman stated this idea came forward before the Slide Fire, when she was coming home from Prescott and noticed a prominent sign for fire danger levels at a fire station at Cherry Road, and she thought with the millions of visitors Sedona receives every year, a sign could help notify them to reduce wildland fires. She said with Station 6 facing a highway, it might be a good location for such a sign. She then talked to the Chief about it, who thought it was a good idea, and Fire Marshal Johnson and staff found examples of signs, costs, and possible funding. Mr. Hazime commented it would be a great way to spend money donated for wildland fire mitigation; he said, however, he does not know how much attention people pay to these types of signs; Mr. Jablow said in front of the fire station, people would pay more attention to it. Mrs. Cooperman said she is looking for consensus to have the staff continue its research on costs, placement, and locations. Mr. Montgomery agreed that the donations received could be appropriately used for this warning.

Mrs. Schoen commented she believes the property at Station 6 is overloaded with signs currently and wondered where it would be placed. Mr. Jablow asked if it is possible to incorporate it onto the existing sign listing the community organizations. Chief Kazian said it is possible, but his fear is the message would be diluted, and the

sign would have to reconfigured. He said there are concerns about signage permitting from the City, and whether it is in an ADOT right of way; staff agrees it is a great idea, although there are concerns with the current signs on property, but this is an important safety message. He said the warning sign could serve as a subconscious reminder for those driving by. Mr. Jablow said he would want a sign that is more “artistic” or carrying out the “red rock” theme – which might help people pay attention to it. Chief Kazian said esthetics are important, but we must look into it. Mrs. Cooperman stated she feels the “essence” of the warning sign should remain similar because people nationwide are familiar with the sign and understand its meaning; Mr. Montgomery agreed that was the “classic” sign. Chief Kazian said staff will look into options and present them to the Board at a future meeting, and he agrees it would be a great way to raise awareness.

Mrs. Schoen commented the “elephant in the room” is the current sign on our property advertising organizations in the community and she is not against any of those organizations at all, but before we put another sign up, she said we need to contact the organizations to discuss the sign and our desire to warn people about fire danger. Her other concern is the same as Mr. Hazime’s, that if the fire danger is “Extreme”, there should be a flashing sign warning and if it is low, what is the purpose of the sign; she is not sure it serves the community as well as a more well thought out general sign and does not agree with Mr. Jablow that the sign needs to be “esthetic” because signs are expensive. Chief Kazian stated the local organizations have been contacted about the sign on our property, but the problem is no one knows who actually owns the sign; his only issue with the current sign is its location does not necessarily serve our purpose well, based on sight lines, and believes it needs to, ideally, be moved closer to the City of Sedona sign. He also said it may not be practical to discuss an electronic sign, as they are expensive. The Board provided consensus to staff to move forward with its exploratory options to present to the Board in the future. Mrs. Schoen asked staff to try to determine who owns the sign; Chief Kazian said he sent out letters, but no one knew. Mr. Whittington commented just because the sign is located on SFD property, does not necessarily mean we possess the sign, and although it may be ours to move, we do not own it. Mrs. Schoen commented whatever we decide to do, we want it to be pleasant for all involved for the good of the community. Chief Kazian said we want to participate and partner with those organizations and the City; Mrs. Cooperman reminded all her interest is the safety issue.

F. Item from Board Chairman Ty Montgomery.

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

Mr. Montgomery said May’s legal bill from Mr. Whittington was about \$2,500, and we are still under budget for the fiscal year with one month remaining.

IV. FIRE MARSHAL’S SAFETY MESSAGE

Fire Marshal Gary Johnson reminded everyone, in light of possible rockslides in Oak Creek Canyon, to be proactive when coming around “blind” curves in the Canyon that a boulder may be in the road; he also asked everyone to be aware of their speed limit. He said in the last few years, a rock at least six feet tall and four feet wide slid onto Highway 89A; he asked that everyone “slow down and pay attention”.

V. ADJOURNMENT

The meeting adjourned at 6:25 PM.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

:tg