



~Note: These Minutes were approved by the Fire Board on 8/19/15.~

Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
Telephone (928) 282-6800 FAX (928) 282-6857

REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Wednesday, July 15, 2015 / 4:00 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Board Present: Ty Montgomery – Chairman; Corrie Cooperman – Clerk; Nazih Hazime, Scott Jablow (joined the meeting late) and Diane Schoen – Board Members

Staff Present: Kris Kazian – Fire Chief; Gary Johnson – Fire Marshal; Sandi Schmidt – Finance Manager; Jane Witt – HR Manager; Tricia Greer – Executive Assistant/Recorder to the Fire Board; Brent Johnson – Firefighter/IAFF Representative; Carla Dufort – Administrative Specialist/ASEA Representative; Kris Ahern – Ambulance Billing Specialist/ASEA Representative

Others Present: 3 Citizens

Board Chairman Ty Montgomery called the Session to order at 4:00 PM.

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 deferred the Salute to the Flag until the regular session begins and *moved to go into Executive Session pursuant to ARS 38-431.03(A)(3), 38-431.03(A)(4), and §38-431.03 (A)(5) concerning negotiations with employee organizations: Meet and Confer update – Memorandums of Understanding #2015-01 (ASEA) and #2015-01 (IAFF); pursuant to ARS §38-431.03(A)(3) and §38-431.03(A)(4) on the Lunt Family Trust Litigation Potential Settlement; Board Clerk Corrie Cooperman seconded and the motion unanimously passed at four (Montgomery, Cooperman, Hazime, and Schoen) to zero.*

II. EXECUTIVE SESSION

A. Executive Session – Pursuant to ARS §38-431.03 (A)(5) – Instruction of Designated Representatives Concerning Negotiations with Employee Organizations: Meet and Confer Update – Memorandums of Understanding #2015-01 (ASEA) and #2015-01 (IAFF); ARS 38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(4) Instruction to Attorney.

B. Executive Session – Pursuant to ARS §38-431.03(A)(3) Legal Advice; and §38-431.03(A)(4) Instruction to Attorney: Lunt Family Trust Litigation Potential Settlement.

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

Mr. Montgomery called Public Session back to order at 4:33 PM. He led the Pledge of Allegiance and Chief Kazian asked all to remember the 10 Firefighters and Police Officers killed in the line of duty since the last Board meeting; he also honored the 19 Granite Mountain Hotshots who died on June 30, 2013.

Mr. Montgomery moved to approve Memorandums of Understanding (MOU) #2015-01 – ASEA and #2015-01 – IAFF; Board Member Diane Schoen seconded and the motion unanimously passed at four to zero.

Representatives of the labor groups, Fire Chief Kris Kazian, and the Board signed the documents. Chief Kazian said most do not understand how much time, energy, and work goes into creating the MOUs; he is very proud of all those who came to the table through the Meet and Confer process.

Mr. Montgomery stated Item B is regarding the district being named a party in a real estate lawsuit; the parties have come to agreement at no cost to the district and with no fault or guilt. *Mr. Montgomery then moved to approve the settlement contingent on instructions given to Attorney Bill Whittington (via telephone) in*

Executive Session; Board Member Nazih Hazime provided a second and the motion was unanimously approved.

III. REGULAR BUSINESS MEETING

A. Consent Agenda – Discussion/Possible Action:

1. June 17, 2015 Public Budget Hearing and Regular Board Meeting Minutes.

Mr. Montgomery moved to approve the Minutes of June 17, 2015; a second was provided by Mrs. Cooperman and the motion unanimously passed.

B. Public Forum:

1. Public Comments.

2. Executive Staff Response to Public Comments.

No member of the public requested to speak.

C. Business:

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

a. June 2015 Financial Report.

Mr. Montgomery asked Finance Manager Sandi Schmidt for any comments; Mrs. Schmidt stated the end of year processes are progressing as normal, and we will have another report for June 2015 probably in September for all accounts receivable to be included. Mr. Montgomery asked if she had the carryover amount for the fiscal year yet; Mrs. Schmidt stated staff could get an estimate of carryover, but not a true number until after the audit is completed. *Mr. Montgomery moved to approve the June Financial Report, as presented; Board Member Diane Schoen seconded, and the motion unanimously passed.*

2. Monthly Staff Report – Fire Chief Kris Kazian.

a. Incident Counts by Station.

b. Call Summary Year to Date.

c. Update of Special/Significant Activities and Incidents.

i. Insurance Services Organization (ISO) Update.

ii. Mayer Fire District EMS Billing.

iii. Results of Verde Valley Fire Chief Assn. Raffle for Firefighter Memorial.

iv. Certificate of Necessity for Providing Ambulance Service – Renewed.

d. General Update of Recent SFD Activities, Happenings, and Events.

i. SRCC Migration.

ii. SFD Strategic Plan.

iii. SFD Employee Handbook.

iv. Civic Sign at Station 6.

v. Wildland Activity.

e. Community Risk Management Update.

f. SFD Training Report.

g. Donations to SFD.

h. Update of Grant Activity.

i. Regional Communications Center Dispatch Activity for Month and Year to Date.

j. Correspondence/Thank You Letters to SFD.

Chief Kazian presented his reported, as follows:

- A tragic event occurred on June 7th when a suicidal man driving his car crashed into the vehicle of three tourists resulting in the deaths of all four individuals; Battalion Chief Dave Cochrane and his B Shift crew professionally managed a very chaotic scene; our crew and Sedona Police had a Critical Incident Stress Management session as a follow-up to this very difficult and emotional scene.
- On June 28th, SFD crews handled a short haul rescue on West Fork Trail, which took about four hours. Since January, this was the 39th rescue of the year.

- SFD has responded to 210 calls more than last year at this time. Chief Kazian said articles he has read indicate most agencies have increases in call volume. After a request from Mr. Montgomery, we broke out interfacility transports as a sub-category; last year, we had 393 transports and this year, 477. Battalion Chief Dave Cochrane remarked that increasing interfacility transports to Flagstaff and Phoenix add significant amounts of time to our ambulances being out of district – about 1,970 hours in 2014 transports compared to almost 3,000 hours year to date in 2015. Mrs. Cooperman asked, given that we do have income for these runs, when will SFD be at the point we need another crew and ambulance, so our community can be covered; Chief Kazian replied we are beginning dialogue to figure out if it is a trend or the new “norm” and to come up with solutions, and budget accordingly. Mr. Montgomery said it is time to start looking at creative opportunities, and suggested perhaps EMS only to cover peak times. Mr. Hazime asked about the feasibility of working with another agency to cover transports. Chief Kazian replied our Certificate of Necessity (CON) mandates we provide the service – we can invite other agencies in, but we have to manage the program.
- Our CON was just renewed by the State; we must re-apply every three years; there are agencies across the state spending a good deal of money to try to get a CON.
- There is nothing new to report under Grants.
- The Sedona Regional Communication Center (SRCC) call volume continues to decline, as expected.
- CRM is busy with inspections, and noted construction listed in the report.
- Many training events are highlighted in the Report.
- Mayer Fire District’s Board approved our IGA for ambulance billing beginning on September 1st.
- The Verde Valley Fire Chiefs held a recent raffle and raised about \$1,000 to help fund the Firefighter Memorial being built at the State Capitol, which is slated to cost \$1.4 million.
- The SRCC migration continues to go as smoothly as expected, but delays may push the transition beyond September 1st. Chief Kazian praised Communications and Telecommunications employees for their work during this challenging project.
- The Strategic Plan Committee met two weeks ago to finalize details of the Plan and its roll out to the organization; we are getting feedback on the proposed Vision Statement.
- Labor and management worked together on input regarding the revision of the SFD Employee Handbook, which is complete and will be put on SharePoint.
- The wildfire level alert sign at Station 6 is undergoing a few changes to improve its readability and to give the sign a more finished look.
- The amount of rain recently experienced statewide has limited Arizona wildland fire activity this year; however, SFD has sent firefighters to several significant fires in the northwest and in Alaska.
- Mrs. Cooperman commented response times have been removed from the Report; Chief Kazian said staff is working to report fractile response times, and they will be added soon.

D. Items from Staff:

1. Discussion/Possible Action: Rescind Board Policy #2000-04, Facilities Usage.

Chief Kazian requested this out-of-date Policy be rescinded, as he believes it is a staff function to manage facilities; a Standard Administrative Procedure signed by the Chief covers the processes for Facility Usage, which has been updated along with the Fee Schedule. *Mrs. Cooperman moved to rescind Board Policy #2000-04; Mr. Hazime seconded and the motion was unanimously approved.*

Board Member Scott Jablow joined the meeting at 5:17 PM.

2. Discussion/Possible Action: Purchase Order #8400 to Braun NW Inc. in a not-to-exceed price of \$330,000 for two 2016 North Star ambulances and the HGAC fee for processing bid documents.

Chief Kazian said this is a budgeted item and much needed to address the significant challenges to keep our fleet running; the two new ambulances will take 200 days to build; he said SFD will continue its replacement program, and after these are received, refurbish the Braun ambulances, as necessary. A staff committee created this bid and received pricing from the Houston-Galveston Area Consortium (HGAC) for government services,

which is an accepted bidding practice. Mr. Montgomery commented these ambulances were discussed in-depth during the budget process. *Mrs. Cooperman moved to approve P.O. #8400 to Braun NW Inc. in a not to exceed amount of \$330,000 for two 2016 North Star ambulances and the HGAC fee for processing bid documents; Mrs. Schoen seconded, and the motion unanimously passed at five (Montgomery, Cooperman, Hazime, Jablow, and Schoen) to zero.*

3. Discussion/Possible Action: Purchase Order #9207 to Plateau MediaWorks and Purchase Order #9206 to Flagstaff Connection in an amount not-to-exceed \$15,000 for the Redevelopment of the SFD Website.

Chief Kazian said a staff committee considered three proposals to update our SFD website, which is not meeting best practices in mobile friendly access. After the committee interviewed companies and discussed in-depth SFD's needs for a redeveloped website, the group opted to stay with our current provider, at the lowest price. He said the request is not to exceed \$15,000, which is above the quote of \$8,900, but if significant upgrades or additions are needed once the work begins, staff would like to be able to make those changes without coming back to the Board for additional funding; however, Chief Kazian said staff would endeavor to keep the amount as low as possible. One main goal is to reduce staff time with a new on-line Community Risk Management (CRM) section for permits, code questions, and applications, which is a common practice in many organizations. The site will also include an electronic "merchant" site to purchase items and permits, with a possibility of future ambulance billing payments.

Board Member Diane Schoen commented it is very important that the opening page of the website be current, as it presents our "face" to the community and visitors. Mr. Jablow stated one of the biggest criticisms he heard this year was the inability of residents to get information about wildland smoke on the SFD site; Chief Kazian said we will be able to integrate social media. Mr. Montgomery remarked that functionality is important, but there is even more value in helping staff. *Mr. Jablow then moved to approve P.O. #9207 to PlateauMedia Works and P.O. #9208 to Flagstaff Connection in a not to exceed amount of \$15,000, as budgeted; Mrs. Cooperman seconded, and the motion unanimously passed.*

4. Discussion/Possible Action: Purchase Order #8674 to Municipal Emergency Services (MES) Inc. in the amount of \$40,000 for uniform allowance bulk purchasing.

Chief Kazian said our uniform allowance policy changed a few years ago; before, employees were paid as a stipend and now, each employee's account is funded through MES, an online shopping cart with uniform items approved by SFD. This is funded on an annual basis as the full \$40,000, but if employees do not use their entire amount, the remainder is carried to the next fiscal year; for example, there was \$4,000 remaining in the uniform allowance line item last year. This program helps with accountability and to control costs. *Mrs. Cooperman moved to approve P.O. #8674 in the amount of \$40,000 for uniform allowance bulk purchasing; Mr. Jablow seconded, and the motion unanimously passed.*

5. Discussion/Possible Action: Purchase Order #8675 in the amount of \$181,870.57 to Stryker EMS Corporation for ambulance cots.

Chief Kazian credited the work of many employees including Battalion Chief Ed Mezulis in this proposal. Mrs. Schoen saw a demonstration of these mechanized ambulance cots at the recent Arizona Fire District Association conference and believes they are amazing and truly state of the art. Chief Kazian said our current cots are old and it is time to move to the next generation of fully automatic cots that hold 700 pounds; he said we are seeing an increase in the weights of our patients, and lifting them without automated assistance is a back strain liability; this cot can lift 500 pounds unassisted, and another 200 pounds with assistance. This will help with the increasing interfacility transports to the Phoenix area with only two person crews to unload. He said another concern and liability is when patients are accidentally dropped and these cots reduce that risk. Chief Kazian stated although \$181,000 is a lot of money, it comes with a seven year warranty and one annual service visit; Stryker has a great service department, and this is an interest-free loan over three years and is budgeted accordingly. *Mrs. Schoen moved to approve P.O. #8675 in amount of \$181,870.57 to Stryker EMS Corporation for ambulance cots; Mr. Hazime seconded and it was unanimously approved.*

6. Discussion/Possible Action: Purchase Order #8673 to Advanced Transit Inc. in the amount of \$1,100 from contingency for shipping the World Trade Center Artifact to Fire Station 6.

Chief Kazian asked Board Member Scott Jablow to report; Mr. Jablow stated SFD has been accepted to receive a steel girder from the World Trade Center (WTC); he is serving as the point of contact with the Port Authority of New York/New Jersey, who has informed him there is a very small window of time one day a month to have the trucking company pick up from a hangar at Kennedy Airport; this is because the project is staffed by volunteers. Mr. Jablow has received offers of help from community members, a local builder, and local engineering company for the base of the artifact, hopefully, at minimal to no cost to SFD. Mr. Jablow would like to take the responsibility to see the artifact displayed, and have it in place by September 11th. He said to bring in an artist would be more expensive.

Mr. Montgomery commented this would be a place for the community to memorialize the events of September 11, 2001. Chief Kazian said the piece is almost 78” long and 18” wide with two flat surfaces, and two indented sections; this piece is believed to have come from the 20th floor of the tower and was an external vertical beam; 1,200 WTC pieces have already been given to other agencies, and this is one of the last available. Mr. Hazime asked where this would be displayed and Station 6 already has several memorials; Mr. Jablow said the Port Authority stipulates it must be prominently displayed and cannot be cut. He believes to transport a piece that is almost 3,000 pounds for \$1,100 is very reasonable.

Chief Kazian stated we must consider placement, height, and signage; his concern is staff time; Mr. Jablow said that is why he volunteered to help and he has the passion and desire to do so, as he retired from the Port Authority. Mr. Montgomery affirmed the agreement stipulates the artifact must be given a place of honor; Gila Bend built a park around their WTC artifact; he suggested the Local 3690 may be interested in helping. Chief Kazian said there has also been discussion about a memorial at Station 6 for the Granite Mountain Hot Shots. More thought should go into this, but this purchase order means it will get here; Chief Kazian is happy to let Mr. Jablow handle the details of the display. Mrs. Schoen said she has concerns, although she is absolutely in favor of acquiring the piece; she believes a step-by-step plan must be developed, and thinks along with Mr. Jablow, staff and someone from the community need to decide how it will happen; she also stated her displeasure with seeing an article in the newspaper before there was a plan. Mr. Jablow replied he appreciates her opinion and will work on a plan. He said the local company who will donate would like to have the company’s name on a plaque – at no charge to SFD. The Board was not quite sure about that suggestion, but ***Mrs. Cooperman moved to approve Purchase Order #8673 for \$1,100 from contingency to ship the WTC artifact; Mr. Jablow seconded, and the motion was unanimously approved.*** Mr. Montgomery said we should move forward judiciously. Mrs. Schoen again commented she wants to see a detailed plan of what will happen in the future.

7. Discussion/Possible Action: Shared Services Committee with Montezuma-Rimrock and Camp Verde Fire Districts.

Chief Kazian said Camp Verde and Montezuma-Rimrock Fire Districts share a Fire Chief and IT functions; they have found cost savings through doing so, and there is an interest to explore other shared services; he feels it is important to do due diligence to look at all options. A committee of Verde Valley fire agencies has been appointed to consider such options and will meet on August 12th; Chief Kazian highly recommends SFD participate in this group; this is strictly to consider shared services and in the future, if the committee chooses to have a Joint Powers Authority, we will have to go back for dialogue. Mr. Montgomery commented he believes this is a fact finding, exploratory committee. He recommended since Mr. Hazime will already be there representing Verde Valley Fire District, one other Board Member consider attending so there is no quorum. Mr. Hazime said he would avoid representing SFD at the meeting, but could help bring back information to the Board. Mr. Jablow volunteered to participate.

Chief Kazian said Montezuma-Rimrock Fire is following Open Meeting Law requirements for this meeting, as there are appointed Board Members participating. Chief Kazian will attend and they are asking for two Board Members; he asked Attorney Whittington if there is any concern with a second Board Member besides Mr. Hazime attending. Mrs. Cooperman said it may be possible she could attend, if the meetings remain scheduled

on Wednesdays. Mr. Jablow said he would be out of town during next month's Board meeting, but will give a written report to Chairman Montgomery and Chief Kazian.

8. Discussion/Possible Action: Request to Transfer Funds from Contingency for Part-Time Ambulance Billing Clerk Position.

Chief Kazian stated last month, the Board approved the Intergovernmental Agreement with Mayer Fire District for ambulance billing; Mayer accepted our offer and now, staff is requesting approval to use contingency money to fund a part-time billing clerk, as Mayer's request came after the Fiscal Year 2016 budget process. Chief Kazian said we expect to bring in \$48,000 to \$50,000 in revenue from this service, and the part-time clerk is expected to be \$28,000. Mrs. Cooperman asked if that amount was just for salary; Chief Kazian replied it includes Social Security and FICA, as well as a few items such as software, uniforms, etc. *Mrs. Cooperman then moved to approve using \$28,000 from contingency to fund the part-time Ambulance Billing Clerk position; Mr. Jablow seconded, and the motion unanimously passed at 5 to 0.*

9. Discussion/Possible Action: Board Resolution #2015-03; Request from Yavapai County Sheriff's Office to Assume the Arizona Interagency Radio System Suite in Black Canyon City, Arizona, as part of its Primary Public Safety Answering Point duties in Black Canyon City and surrounding areas.

Chief Kazian said this Resolution and accompanying documents are to transfer surplus property through a 2008 Arizona Department of Homeland Security (ADHS) grant as part of our communications network; he said with the transition of the Sedona Regional Communications Center to Cottonwood, this equipment and grant are no longer needed; Yavapai County has requested it and will have the best benefit of usage in Black Canyon City and Mayer communications. This transfer of grant responsibility will relieve SFD of maintaining the equipment; Chief Kazian also noted this transfer is pending approval by ADHS. *Mr. Montgomery moved to approve Board Resolution #2015-03; Mr. Jablow seconded; the motion unanimously passed at 5 to 0.*

E. Items from Board Chairman Ty Montgomery:

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

Mr. Montgomery announced legal services for the fiscal year totaled \$39,752 of the budgeted \$60,000.

IV. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Gary Johnson said visitors and locals sometimes forget to use common sense in hiking; one call last month took crews four hours to rescue a hiker; additionally, with Oak Creek Canyon parking lots being full and vehicles parked in every roadside space, responding to calls is much more time consuming. He gave basic hiking tips – a hiking pole for stability, proper footwear, plenty of water, a hat, and most importantly, a cell phone. Fire Marshal Johnson said two cell towers will soon be installed in Oak Creek Canyon for better communication. He said we always want our visitors to have an enjoyable time in our district.

V. EXECUTIVE SESSION

A. Executive Session pursuant to ARS 38-431.03(A)(1) Personnel Matters; and ARS 38-431.03(A)(3) Legal Advice – Fire Chief Kris Kazian's Annual Evaluation.

1. Reconvene into Public Session – Discussion/Possible Action.

Mr. Montgomery moved to go into Executive Session pursuant to ARS 38-431.03(A)(1) and (A)(3) for the Chief's annual evaluation; Mrs. Cooperman seconded; the motion passed unanimously.

The public session reconvened at 7:40 PM. Board consensus was for Mr. Montgomery and HR Manager Jane Witt to compile the list of goals for Chief Kazian.

VI. ADJOURNMENT

The meeting was adjourned at 7:42 PM.
Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

:tg