



~ Note: These Minutes were approved by the Board on 8/27/14. ~

Sedona Fire District

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

REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – West Sedona – Multipurpose Room
Wednesday, July 23, 2014 / 4:00 PM – Executive Session with Business Meeting to Follow

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Board Present: Ty Montgomery – Chairman; Corrie Cooperman – Clerk;
Scott Jablow, Diane Schoen – Members
Board Absent: Nazih Hazime – Member
Staff Present: Kris Kazian – Fire Chief; Buzz Lechowski – Division Chief; Gary Johnson – Fire Marshal;
Sandi Schmidt – Finance Manager; Carla Dufort – Administrative Specialist as Recorder
Others Present: William R. Whittington – Attorney; 11 Citizens and 7 SFD employees

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) Instruction to Attorney – Lunt Family Trust vs. Sedona Fire District, Yavapai County, William McCaffrey, and Seven Canyons Road Association.**

Board Chairman Ty Montgomery called the meeting to order at 4:00 PM. *He then moved to go into Executive Session relating to ARS 38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(4) Instruction to Attorney – Lunt Family Trust vs. Sedona Fire District, Yavapai County, William McCaffrey, and Seven Canyons Road Association; Board Member Scott Jablow seconded and the motion was unanimously approved.*

III. REGULAR BUSINESS MEETING

- A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.**

Chairman Montgomery reconvened the public session at 4:36 PM and led the Pledge of Allegiance; Division Chief Buzz Lechowski asked all to honor the five Firefighters and seven Law Enforcement Officers across the nation who lost their lives during the last month.

- B. Badgepinning Ceremony – New Firefighters.**

Chief Kazian stated there are three firefighters joining our ranks to replace firefighters who have left SFD, and we will be up to the minimum staffing requirements. Chief Kazian introduced the new Firefighters as follows:

Phil Bruglio is an Arizona native and was a wildland firefighter since 2005; he recently worked as a crew boss for the Department of Corrections in Globe. He is working on A shift at Station #4.

Matthew Price comes from Flagstaff. He served nine years in the Navy, and worked at fire departments in the White Mountains, two seasons as a wildland firefighter, and most recently, at Page Fire Department as a Paramedic. He will be in the August training academy and then will join A shift at Station #3.

Jesse Cave grew up in Phoenix where he worked as a lifeguard and for his parents' painting business. He is our most recent reserve to be hired. Recently, he has worked in wildland dispatch filling orders for fires. He comes to us with a degree in Emergency Response Operations and a strong interest in Technical Rescue. Jesse will be part of C Shift at Station #1.

Chief Kazian then gave the Oath of Office to the new Firefighters, as State law requires. He asked the new Firefighters to wear the SFD patch and uniform with pride, dignity, and the high code of conduct SFD has come to expect. The badge symbolizes the long history of the fire service.

C. Consent Agenda – Discussion/Possible Action.

1. June 25, 2014 Budget Hearing and Regular Business Meeting Minutes.

Board Clerk Corrie Cooperman moved to approve the Consent Agenda, as presented. Board Member Diane Schoen provided a second and the motion unanimously passed.

D. 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.

E. Business

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

Chief Kazian directed the Board to look at the tax revenue for both Yavapai and Coconino counties. He stated as the District continues to receive funds, the monies will be credited to the appropriate location through August. He also explained there will be one more payroll reflected in the last fiscal year. *Ms. Cooperman moved to approve the June 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.

i. Station 6 Response Statistics for month and year to date since opening on April 26, 2014.

c. Emergency Response Times Summary for Month and Year to Date.

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

e. Special/Significant Activities and Incidents.

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

g. SFD Training Report.

h. Donations to SFD.

i. Update of Grant Activity.

j. Correspondence/Thank You Letters to SFD.

Chief Kazian stated we had another wildland fire on June 16th called the Junipine Fire, which burned 15 acres with no loss of structures. On June 19th, there was a report of a chimney fire at the Oak Creek Brewery. Chief Kazian also said that on Sunday around 3:45 PM, there was a report of a plane crash and subsequent wildfire in Fay Canyon. More details will be given next month, but there were four fatalities. SFD, NTSB, FAA, and USFS along with Hot Shot Crews were all on scene and doing a great job.

Chief Kazian went on to explain the call summary shows we are on pace for over 4,000 calls this year, and reported last fiscal year, SFD had 4,041 calls. Chief Kazian said at last month's Board meeting, there was discussion about response districts by station; we looked at the numbers for our new Station 6 for a short period of time; now, we have the calls from April 26th through the end of June. He said Board Member Schoen had requested the number of times Station 6 responded and how calls were tracked. He said there are many ways to track calls, but SFD tracks by "still district", which means all the calls from Station #1 are considered in the "100" district, Station #3 is the "300" district, and so on; calls for Station #6 still district are designated as "600"; he said which station responds depends on the availability of the crews and the closest station. However, Chief Kazian explained sometimes there are multiple calls requiring two engines, and stations with only one engine will require one from another station to join the call. He said staff researched and found that Station 6 responded to a total of 120 calls from its opening on April 26th through July 20th; this total includes calls to which the Station 6 crew responded either in its own still district or to another station's district. Before the opening of the station, we discussed at Board meetings about the benefits to people in the Village of Oak Creek at Station #3 to be covered by Station #6 from the Chapel area; Station #6 responded to 51 calls in Station #3's district, which reduced response times and/or improved service levels. There were 36 calls in the Station #6 still district in the same time period. Mr. Jablow requested Chief Kazian put this information in the newspaper.

Chief Kazian said his target was to collect six months' worth of data before doing so; however, it became an issue for Mrs. Schoen and now, Mr. Jablow has asked about it. Mrs. Schoen stated the recent letter in the newspaper had an inaccurate number; Mr. Jablow agreed and stated he would like residents to have accurate facts; Chief Kazian said based on the desire for transparency, he would continue to provide the information. He went on to say that emergency response times are trending downward.

Chief Kazian informed the Board of the significant donations received after the Slide Fire. He pointed out employees are finishing up required training and some administrative personnel have taken incident training to be prepared for large events. The grant requested for the Regional Communications Center for consoles was denied. He reminded the Board the number of calls received by the Regional Communications Center through June was with all subscribers, several which went to the Cottonwood Center starting July 1st.

Chief Kazian remarked over 960 people viewed the Oak Creek Canyon/Slide Fire photo exhibit at Sedona Arts Center, netting more than \$12,000 for wildland fire prevention. Both Rotary Clubs in Sedona helped plan the event, but the Tuesday group took the lead; he commented it would be nice for Chairman Montgomery to send a thank you letter from the Board. The Rotary Club is looking at getting the exhibit to Flagstaff and Phoenix. The exhibit was designed by Lynette Jennings and Battalion Chief Coil had many wonderful photos included.

F. Items from Staff.

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

a. Discussion/Possible Action: Cost Share of up to \$5,000 for Interagency Emergency Operations Flood Plan.

b. Discussion of Expending Emergency Funds for Disaster Mitigation per SFD Policy.

Chief Kazian stated from the day after the Slide Fire started, we spent a lot of time with the Coconino County Emergency Management team, Search and Rescue team, Sheriff, Public Works, and Engineers, and all those involved in the task force; we waited for the BAER report. We felt we were working hard in our own areas and it was a struggle to have a one-stop place for information. The county decided to create a plan using people that worked the fire and put together a book we will use over the next three to five years. The price was over \$42,000; the Arizona Department of Emergency Management has agreed to pay for half and the county is paying for the other half. Chief Kazian stated he is requesting SFD, as a partner agency, consider funding to support the cause. We would benefit on the emergency response side of this and the county would appreciate the assistance. If the Board so chooses, Chief Kazian recommended up to \$5,000.

Chief Kazian stated he wanted to discuss SFD's Purchasing policy, specifically for emergency purchases. He read from Section 4 of the policy, as follows: *"When an emergency requires immediate purchase of supplies or services, this section supersedes all other provisions of this procedure. An emergency exists where there is a threat to public health, welfare, safety, or when compliance with the other provisions of this procedure is impractical, unnecessary, or contrary to the public interest. The Fire Chief, Assistant Chief, Duty Chief, and/or Incident Commander shall be empowered to authorize emergency purchases on or for an emergency incident; only the Fire Chief shall authorize purchases for non-incident emergencies. All paperwork (i.e., Purchase Orders, receipts, invoices), shall be completed within two working days of the emergency and submitted to Finance. The Fire Chief will notify the Chairman of the Fire District Board of purchases over \$5,000 within forty-eight (48) hours."* Chief Kazian explained SFD may need to exercise this provision in an emergency situation. At this point, there is no worry with the \$25,000 threshold. Management has met with people from the State of Arizona and we have a cost recovery meeting on August 8th, if someone from the Board would like to attend. It is not a simple task; FEMA declaration items require infrastructure concerns, not personal property.

Ms. Cooperman commented she believes the Board should authorize about \$4,000 to show support. Chief Kazian stated there is money in the budget, but we may find this cutting other areas short. Ms. Schoen inquired about using donated money. Chief Kazian interjected he would like to use that for education to prevent wildland fire from happening in the future and keep the community safe. Mr. Montgomery remarked we own a small portion of the fire; the potential damage is all ours and we are the biggest recipient of the plan. ***Mr. Montgomery moved to approve \$5,000 from contingency funds to pay for a portion of the multi-agency post-Slide fire plan***

as SFD's part in the emergency response plan and preparedness for Sedona Fire District; Mr. Jablow seconded and the motion was unanimously approved.

2. Presentation/Discussion: 23rd Annual Excellence in Masonry Architectural Award for Station 6; RSVP for Attendance at Award Presentation in Phoenix on September 19, 2014.

Chief Kazian stated that Station 6 has been recommended for several design awards, and selected as a winner in this competition. Chief Kazian commented he would not be available to attend the presentation. He asked if a Board member would like to attend to represent SFD. Ms. Schoen volunteered to go and to pay the \$115.00 fee herself, commenting that knowing LEA, this is probably the first of many.

3. Discussion/Possible Action: Resolution #2014-04, Agreement between SFD and the Compliance Engine for Third Party Fire Inspection Program. (Fire Marshal Gary Johnson)

Fire Marshal Johnson commented one challenge we have is paperwork. The current fire inspection system is paper-based; it is processed and filed, which takes a lot of time. We are trying to implement the use of iPads to improve efficiencies. There are about 400 different types of systems in the district and this software allows information to be compiled and tracked electronically. The Resolution is a way to clean up the Fire Code and require third party inspection companies to submit the documentation. They will put information from their inspections into the Compliance Engine online at a cost to them of \$10.00 per system, per year. The benefit is information available to SFD and to track compliance. This will retrieve information out of Firehouse. The other benefit is they will send a letter stating there is a system that needs to be inspected thus enhancing compliance. It will generate letters if there are deficiencies, pull up reports, see where problems are, and concentrate on them. This has worked in many fire agencies including Bullhead City and Avondale. Mr. Whittington noted the changes he requested have been made to the contract, but the Board packet has the old agreement.

Mr. Montgomery inquired about how businesses are notified of this change. Marshal Johnson stated this affects only commercial property, and the process starts with a letter to vendors and business owners. The soft cost will be to implement the system and update our records. The Resolution keeps it clean within the Code because it requires SFD receive inspections sheets. Marshal Johnson said some vendors are not sure they will pass the fee on to customers since this will enhance their business. *Mr. Jablow moved to approve Resolution #2014-04 for adoption of the contract with The Compliance Engine for a third party fire inspection program; Ms. Cooperman seconded, and the motion unanimously passed.*

4. Discussion/Possible Action: Intergovernmental Agreement for Election Services with Coconino County for the November 4, 2014 Fire Board Election.

Chief Kazian stated we went through this with Yavapai County last month and this is the same thing. Mr. Whittington recommended approving the IGA with modifications, as suggested, but it may be a week or so before we receive them. *Mr. Montgomery then moved to approve the 2014 Election Services Agreement with Coconino County for fees to provide election services to SFD with changes as recommended; Mr. Jablow seconded, and the motion unanimously passed.*

G. Item from Board Chairman Ty Montgomery.

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

Mr. Montgomery said June's legal bill keeps the district under the \$60,000 budget for last fiscal year.

IV. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Johnson reminded everyone to change HVAC and heater filters as a first line of defense to prevent false activation of smoke detectors and create good ventilation.

V. ADJOURNMENT

The meeting adjourned at 5:38 PM.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

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