



~ Note: These Minutes were approved by the Board on 9/16/15. ~

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, August 19, 2015 / 4:00 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

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

Board Absent: Scott Jablow – Board Member

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

Others Present: 4 Citizens

Board Chairman Ty Montgomery called the Session to order at 4:00 PM. Mr. Montgomery deferred the Pledge of Allegiance until the Regular Business Meeting.

II. EXECUTIVE SESSION

A. Pursuant to ARS 38-431.03(A)(1) Personnel Matters – Re: Completion of Fire Chief Kris Kazian’s Annual Evaluation/Goals.

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

Mr. Montgomery moved to go into Executive Session pursuant to ARS 38-431.03(A)(1) Personnel Matters; Board Clerk Corrie Cooperman seconded and the motion unanimously passed at four to one.

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.

Mr. Montgomery called the Public Session back to order at 4:24 PM, and led the Pledge of Allegiance; Division Chief Buzz Lechowski asked everyone to honor the memory of the seven Firefighters and ten Police Officers who lost their lives in the line of duty across the nation in the last month.

Mr. Montgomery then said the Board completed the Fire Chief’s annual evaluation and Chief Kazian performed above expectations.

A. Consent Agenda – Discussion/Possible Action:

- 1. July 15, 2015 Regular Board Meeting Minutes.**
- 2. July 15, 2015 Executive Session Minutes.**

Mr. Montgomery moved to approve the Consent Agenda, as presented; Board Member Nazih Hazime seconded, and the motion passed unanimously.

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. **July 2015 Financial Report.**

Finance Manager Sandi Schmidt stated SFD started a new fiscal year in July. *Mrs. Cooperman moved to approve the July Financial report; Mr. Hazime seconded, and the motion was unanimously approved.*

2. **Monthly Staff Report – Fire Chief Kris Kazian.**

a. **Incident Counts by Station.**

b. **Call Summary and Response Times Year to Date.**

c. **Rescue Incidents.**

d. **Update of Special/Significant Activities and Incidents.**

i. **OSHA Visit Update.**

ii. **Change of Venue from Tucson to Glendale for future AFDA Summer Conferences.**

iii. **World Trade Center Artifact.**

iv. **Part-Time Ambulance Billing Clerk.**

e. **General Update of Recent SFD Activities, Happenings, and Events.**

i. **Notice of City of Sedona changing to Monday – Thursday Work Week.**

ii. **SRCC Migration.**

iii. **Wildland Activity.**

f. **Community Risk Management Update.**

g. **SFD Training Report.**

h. **Donations to SFD.**

i. **Update of Grant Activity.**

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

k. **Correspondence/Thank You Letters to SFD.**

Chief Kazian said year to date, Sedona Fire District is tracking about 250 calls more than last year at this point; we responded to 372 calls in the month of July; he said we continue with higher amounts of interfacility transports. Chief Kazian also noted the report again includes average response times, and the overall average per call was 6 minutes 16 seconds last year, and this year, we are at 6 minutes 18 seconds. Significant incidents included a residential fire on Tranquil Avenue, which was likely caused by a lightning strike. Also, there was a time-consuming rescue off West Fork trail; the injured hiker had a personal beacon device; however, the beacon showed he was in Insomnia Canyon, but actually, it was Illusions Canyon – which caused some lost time for the crew along with Coconino County Search & Rescue; the crews hiked until midnight, but then decided to postpone the search until morning; at 6:00 AM, they were back and a helicopter was able to see the injured man, and give the location to crews. SFD had two medics rappel into the canyon and shorthauled the patient; an additional two military helicopters flew the five other hikers out. On the same shift, there was a technical rescue call to Bell Rock. Mr. Hazime asked how the military helicopters were called; Chief Kazian said they are a resource for Coconino County Search & Rescue and fly out of Davis-Monthan Air Force base in Tucson.

Chief Kazian reported there is nothing new on the Grants update; however, staff will be bringing a request to the Board for a previous joint video conferencing grant written by Bullhead City Fire District for taxes due; he said the benefits of the grant will far outweigh the cost of the taxes. He reported the Sedona Regional Communications Center's call volume continues to decrease at about 30% for the month and we are migrating 911 calls to the various PSAPs. Chief Kazian said Community Risk Management continues its increase in number of inspections; construction projects are an indication of activity in our district. He said Firefighters Matt Price and Jesse Cave have successfully completed their probationary year.

Under Training, our GIS Specialist Tammy Schuerman went to a conference through partnership with the City of Sedona to use one of their free admissions; Mrs. Schuerman changed some of her focus based on the job description and learned a lot for the future. Engineer Tim Kriegel and Division Chief Lechowski went to a conference called "Taking Action on Cancer in the Fire Service" through the Firefighter Cancer Support Network; Chief Lechowski said data shows some cancers are twice as high in firefighters; the message is for firefighters to take prevention seriously and always clean their gear after fire exposure.

Chief Lechowski said the fire service in Arizona is progressive, but there are still uphill battles for agencies to take this advice seriously. Chief Kazian said SFD is working to keep agencies informed of educational opportunities. He also reported he and Chief Lechowski attended a class on Modern Fire Behavior and new ways to fight fire to keep SFD on the cutting edge. Chief Kazian noted the large number of thank you letters and cards included in the Board packets. He also said he spoke at a class on Community Paramedicine at the Arizona Fire Chiefs EMS Symposium.

Chief Kazian informed the Board and public that SFD Firefighter Tim Armenta is retiring with a medical disability and a “walkout” ceremony will be held for him at Station 1 on August 24th to thank him for his years of service. Chief Kazian reported a surprise OSHA inspection at SFD three weeks ago, and although staff is not worried, we do not know what will be included in the report. He said SFD voluntarily submitted to a proactive OSHA inspection about 10 or 12 years ago, and implemented OSHA’s recommendations. Chief Kazian announced the Arizona Fire Chiefs and Arizona Fire District Associations will combine their summer conferences beginning in June 2016 in Glendale; more information will be provided to the Board, when available.

The artifact from the World Trade Center was delivered today to Station 6; the piece is 5 ½’ long by about 15” across, and weighs about 3,000 pounds; Chief Kazian received an email from LEA to propose an architectural rendering for the memorial and staff will present that information to the Board. The piece is configured in such a way that a base could be built to display the artifact either straight up or at an angle. Staff will get an architectural rendering and be seeking fundraising to pay for the display. SFD will hold a remembrance ceremony on September 11th at Station 6 for the public to view the artifact, with the goal to hold a formal dedication of the memorial on September 11, 2016. Mr. Montgomery then read the following statement from absent Board Member Scott Jablow into the Minutes: “My fellow Board Members and meeting attendees, I apologize that I was unable to join you all at tonight’s meeting. I would like everyone to know that for the past few weeks, Chief Kazian has spent many hours and been working hard to connect with so many people to ensure the artifact was picked up on time. When we applied to receive the artifact, I had no idea that the Port Authority of New York and New Jersey required very tight insurance restrictions and could only give a small window each month when truckers could make their pickups; I have no doubt in my mind that without Kris’ perseverance in these past few weeks, we would not be receiving this treasured artifact in time for this year’s observance of September 11th. Kris, thank you very much for making this happen.” Chief Kazian said this was a group effort, and the City of Sedona brought a backhoe and four personnel to help get the piece off the truck.

Chief Kazian gave an update on the hiring of a part-time Ambulance Billing Clerk to be prepared for when SFD begins ambulance billing for Mayer Fire District on September 1st. SFD has received a couple of applicants, but have resubmitted the opening period and continue to look to fill that position; he said staff is also evaluating our organizational structure, and would present a conceptual drawing of the organizational chart in September. He announced the City of Sedona has now implemented a year-round four day work week for administrative staff in line with SFD’s schedule.

Division Chief Scott Schwisow stated the SRCC migration is moving along, and they continue to have weekly status meetings on Thursdays with the Fire Chiefs of the Verde Valley and dispatch personnel. After the emergency purchase (to be discussed later in this meeting) for microwave dishes, they were aligned on Monday – which allows the transfer of data from the top of Mingus Mountain to dispatch; Telecommunications Supervisor Bob Motz has been working hard on this project. There is a lot of other equipment being installed in the equipment room at Cottonwood dispatch to allow our machines to interface with their CAD system and technology. We are hoping Cottonwood will be able to make their connection and have our migration by the September 1st deadline, although it may be delayed into the following week; knowing our system would not be connected a few weeks back, this delayed Camp Verde and Montezuma Rimrock Fire Districts beginning dispatch from Cottonwood in August, but Cottonwood is willing to take those two agencies and Sedona at the same time. There are technological bridges needed for our EMS billing program and FireHouse software module. Division Chief Lechowski

said they had tested a section of the “run cards” in the system on Monday, which tells the crews where to go on calls based on incident types and location of the caller and incident; he said we will be asking our crews to bear with a few “hiccups” during the transition.

Chief Kazian said Sierra Vista and Fry Fire Districts use the same CAD and MDTs as SFD, and some of our Firefighters visited to look at their systems. We have Captain meetings scheduled next week to inform the “end users” – our Firefighters – of what they can expect during the dispatch migration and how to, procedurally, handle any possible “hiccups”. He said because several agencies are switching to Cottonwood on the same day, staff has elected to appoint a dispatcher liaison to work for a couple of additional weeks in Cottonwood for questions or problems, as our dispatchers know the areas and have the technical expertise for the transition. Chief Kazian gave “kudos” to our dispatch and telecommunications personnel who are providing outstanding technical and professional services during this process. Mrs. Cooperman asked about the number of dispatchers Cottonwood has hired for the Center; Chief Schwisow responded they have hired seven new dispatchers, who are all in training at different levels including the necessary certifications; he said Cottonwood will have four dispatchers during the day and, possibly, down to three at night. Chief Kazian said SFD has had good success with the exchange of information between Cottonwood and Sedona’s dispatchers. Chief Schwisow said our dispatchers have been extremely flexible in making sure shifts in the schedule are covered and we are able to fulfill our commitment to dispatch until the migration is complete.

On Wildland activity, Chief Kazian reported there are a great number of wildland fires – with northern California and the Northwest out of control at Level 5, which is the highest level of preparedness; SFD currently has 13 Firefighters at wildland fires with two fire engines, a paramedic team, and the rest being single resources in Washington, Oregon, California, and Arizona; he said all the Verde Valley agencies have personnel out on wildland teams; Chief Coil sent him a message that Thomas Tidwell, the Forest Service Chief from Washington, DC has put out an email, stating 96% of all available wildland resources are on fires; this is at a time of year when seasonal Firefighters return to college or other work. Chief Lechowski added there are 26 active, unfilled fire orders at the State level for Type 6 engines; he said SFD is pretty much “tapped out” right now, and will not be able to send much more, which is the case for almost every agency in the State. Chief Kazian said since 1960, we are at the most acres burned across the nation, if all the fires went out today; Battalion Chief Jayson Coil, a Type 1 Incident Command Team leader, believes this year will be in the top three wildland fire seasons, with over 7 million acres burned – typically, it is less than 5 million acres. He reported Australian Incident Management Teams have been called in, but it takes up to 10 days to get them on the fires, and the first jetload of Canadian Wildland Firefighters are being deployed. He said 14 of the 15 Type 1 teams are assigned; all 28 Type 2 teams are assigned; and they are beginning to call in Type 3 teams to backfill, as well as bringing in military personnel. There were two fatalities of wildland Firefighters in the last few weeks, as well as a construction worker driving a bulldozer on one of the fires had a fatal heart attack. He said Chief Coil wanted him to share the information that our personnel are fighting these fires.

D. Items from Staff:

- 1. Discussion/Possible Action: Purchase Order #8675 to Zoll Medical Corporation in the amount of \$475,492.98 for X Series Manual Monitor/Defibrillators and associated equipment/supplies.**

Chief Kazian stated EMS Battalion Chief Ed Mezulis had expressed concern about our current LifePak monitors are out of date and no longer serviceable. Chief Mezulis said SFD received an advisory that as of September 2016, LifePak will only maintain our cardiac defibrillators based on availability – using parts they can find available on-line – and there will be no general warranty work. These monitors were purchased by SFD between 1999 and 2006, and are heading towards end of life problems. Chief Kazian then began to look at options – and had crews look at demo models of the Zoll X Series and different vendors; he said in researching and talking to sales representatives and a manager, Zoll is looking for another participant in a study on traumatic brain injury and if SFD participates, we get a reduction of \$40,000 in costs. Chief Mezulis said Zoll has done a lot of work with the State in electronic patient care

reporting. He said there is already a trauma registry in the State and this study will “marry” with the State’s data; he said, essentially, these new monitors have USB ports and once a month, there is a data dump to the hospital along with the EPIC medical protocol (which SFD utilizes under our medical director) – collecting specific points from data, to see if we have improvements in traumatic brain injury care. Chief Mezulis said the idea is the Zoll monitors will track specific data sets and better quality data and collection. There will be no change in medical protocols, nor will SFD deviate from national standards. Mr. Montgomery asked if there were any HIPAA concerns; Chief Mezulis said confidentiality is covered and the program has been vetted by the State’s attorneys.

Chief Kazian commented the challenge is on SFD’s Capital Improvement Plan (CIP), and the money not being budgeted this fiscal year for these monitors, but over the next four years; we will, actually, come in under budget overall and be able to pay off the monitors sooner. Staff worked through Mr. Whittington to confirm any issues of expending funds today to pay over the next three budget years, and all the paperwork is in order. Chief Mezulis said, essentially, we have other budgeted dollars this year for automatic external defibrillators and associated equipment; in this potential packet with Zoll, all that is included, so the budgeted dollars for the AEDs are no longer needed and can go towards paying the taxes; he also said there are a few other account areas, such as maintenance contracts, we can use for this project. Chief Mezulis said the perceived rush on the project is due to the fact all the cardiac monitors need to work together. With this package opportunity and the deferrals with the payment plan, and the two year study, we are allowed to have a new fleet working together without having to carry two stockpiles of equipment. Chief Mezulis said in addition to the monitors on the ambulance, as part of this package, SFD will also get a portable monitor (which weighs considerably less than current monitors) to be carried and used on backcountry incidents. Chief Kazian said the maintenance and batteries are easier, less expensive, and fewer of them to stock – as well as pads that last for five years on the shelf versus two; this allows us to buy consumables less frequently. Chief Kazian said the \$40,000 study cost pays for more than the interest we will pay, so is similar to a 0% loan; additionally, we are enhancing our ability to provide better service; however, he understands any concern about this not being budgeted this year.

Mr. Montgomery asked what is the first year net and from where the funds would come. Chief Kazian replied this year we had planned to spend \$7,500 for new AEDs, pads, maintenance, and other equipment; staff believes, through those savings in EMS, we should be able to net the expense for the taxes in this first year without an impact to the budget. Chief Mezulis pointed out it is timely, as well, because to renew the contracts for our current monitors for maintenance is \$16,000, which can be used for this project. He said the Zoll defibrillators are 40% lighter and smaller, allowing for a better configuration for closer hikeout scenarios, which will help reduce shoulder, back, and knee injuries of Firefighters – they are also Bluetooth, Wi-Fi, and have a USB – currently a land line is needed to download the 12 lead EKG, and more and more homes do not have land line phones. The Zoll defibs have a Cloud set up which allows us to give the hospital a website access and see the 12 lead readout online. That is our current technological challenge, and as we progress, the monitors bought in 1999 still work, but are out of date; Chief Mezulis said he imagines these Zoll monitors will be in service for more than 10 years and allow the advanced level of communication between the patient and the doctor.

Chief Kazian said when working a cardiac arrest incident, if we are pushing medication and the cardiac monitor is looking at a rhythm, Zoll has the potential if our electronic patient reporting is enabled, to actually upload when medication was given, grab an actual EKG instead of printing it out – it all becomes a true electronic document and uses no paper. Chief Mezulis said we have medics that participate in the Arizona Resuscitation Academy every year, and we have seen remarkable incidents of return of spontaneous circulation and out of hospital survival rates with the new CPR – statewide, nationally, and specifically, here in Sedona – another thing the Zoll monitors do that other manufacturers do not is a function called see-through CPR and while providing CPR to the patient, the monitor allows the medics to see the underlying rhythm the patient is actually producing, and the data shows having that additional feature further improves out of hospital survival in cardiac arrest.

Mrs. Cooperman understands the better citizen/patient outcome with this equipment, which is impressive, but asked for more information about the funding. She said if we divide that \$475,000 cost by three, we have about \$146,000 to pay for each of three years starting September 1, 2016. Mr. Montgomery asked what is due now. Chief Kazian said the taxes are due now of \$34,733, and we will be able to move some items around in the EMS budget to cover the costs; we do not expect to have to use any contingency for this project. Mr. Hazime noted this would start a whole new replacement rotation for the monitors going forward. Chief Kazian said the Board has the option to not go with the purchase now and re-visit this in next year's budget; however, we will not be able to participate in the traumatic brain injury study with its savings opportunity. Mrs. Cooperman stated those savings are very helpful and meaningful, which is all the more reason to do it now. ***Mr. Hazime then moved to approve Purchase Order #8675 to Zoll Medical Corporation in the amount of \$475,492.98 for X Series Manual Monitor/Defibrillators and associated equipment/supplies; Mrs. Cooperman seconded, and the motion unanimously passed.***

2. Discussion/Possible Action: Emergency Purchase Order #9812 to Tower Services Incorporated in the amount of \$13,713.66 for the installation of microwave dishes on the Mingus Mountain Tower for Communications Center Migration.

Division Chief Scott Schwisow said this emergency purchase was necessary to move forward with the dispatch transition process, as a result of delays out of SFD's control. After SFD received the equipment, the local vendor was no longer available to install and align the equipment; so, staff was able to find a vendor recommended by Verizon to help with the installation of the microwave dishes on top of Mingus Mountain and at the Cottonwood dispatch center; unfortunately, this cost \$13,000 more and with the timeline we are operating under for the dispatch move, Chief Schwisow spoke with Chief Kazian, who contacted Board Chairman Montgomery, in accord with the Emergency Purchase section of our Purchasing Policy, to approve the emergency expenditure to move forward; we felt this purchase was necessary at the time and had to be approved in a timely manner. Mr. Montgomery commented this truly met the definition of "emergency" expenditure, as it would cost us far more if we did not handle it then. ***Mrs. Cooperman moved to approve Emergency Purchase Order #9812 to Tower Services in the amount of \$13,713.66 for the installation of microwave dishes on the Mingus Mountain Tower in accordance with SFD Policy #2012-01, Section 4; Mrs. Schoen seconded and the motion unanimously passed.***

3. Discussion/Possible Action: Purchase Order #8401 to Peoria Ford in the amount of \$32,623.27 for a 2016 F150 Super Crew 4X4 Truck.

Chief Schwisow said as part of the budget process, this pickup was included as an alternative response vehicle, as SFD is moving away from the SUV platform used for so many years; SFD will keep its 1999 diesel pickup truck with 200,000 miles for about another year; pickup trucks provide much more utility than the SUVs for accessing patients on dirt roads, and for events such as the Canyon Cleanup. This is the same model we use for the BC truck – a ½ ton Ford purchased under State Contract. Mr. Montgomery noted these are less expensive than Expeditions. This one will have a basic light package and not have a camper shell, so will not cost as much to put on the road; it will be used in-district, as well as out-of-district for responses for the single resources we send for wildland assignments and recoup money from the State for that use. Mrs. Cooperman asked how items are secured in the back without a camper shell; Chief Schwisow replied there are tool boxes and will install a "headache rack" to secure items from going through the back window into the truck in the event of an accident; this will leave the bed of the truck open for other hauling purposes – especially for fuel which cannot be transported in a closed environment. Mr. Montgomery stated it is a budgeted item. ***Mr. Hazime moved to approve Purchase Order #8401 to Peoria Ford in the amount of \$32,623.27 for the pickup truck; Mrs. Cooperman seconded, and the motion was unanimously approved.***

4. Discussion/Possible Action: Potential RFP of Black Canyon City Fire Shared Services.

Chief Kazian informed the Board of a potential opportunity coming to SFD; currently, it is only a concept, but he would like feedback from the Board; Black Canyon City Fire District (BCCFD) is in a dire financial situation where they may not be able to sustain their existence, and their Assessed Value continued to go down this fiscal year; one way the BCCFD Fire Chief determined his agency could

survive to serve the community was if he and the Administrative employee – the only two 40-hour per week employees – retire and find an alternative way to operate their district administratively. Chief Kazian attended a BCCFD Board meeting last month, and their Chairman directed their Chief to develop a RFP for administrative services and discussed interest in SFD, another fire district in northern Arizona, a retired fire chief, and a consultant who works with AFDA to find out the interest of entertaining a bid for services. Chief Kazian does not yet have the RFP with specifics, but believes they are looking for accounts payable/receivable, payroll, Board Minutes, and for a fire chief for a few hours weekly to make sure everything is working smoothly and oversee budgeting; this falls under the shared services concept, which is very popular in the State right now. Chino Valley Fire District and Central Yavapai, as well as the City of Flagstaff and Summit Fire District, are talking to each other about shared services. This potential opportunity is unique because of the distance between the two entities and not being contiguous. He would not want to take on an excessive amount of leg work if the Board is not interested.

Mr. Hazime asked why the two agencies next door are not cooperating together; Chief Kazian said there was discussion with the neighboring town to the south, which apparently, fell apart in a bad way, and was not in the best interest of BCCFD; the town to the north is currently in considerable strife with their fire chief removed from his position about four weeks ago and an interim fire chief – they are not a good option at this point. Chief Kazian affirmed this would have to be right for SFD, and be a value and make sense. Mr. Hazime said at every Board meeting, we see your staff is overwhelmed with projects, and he would want to see a whole plan to make sure it would work. Chief Kazian stated the BCCFD Board expressed their hope for a shortened time frame, and the RFP is behind schedule, but they want to have an agency or consultant picked in October, but that may not be practical at this point. As their two employees are retiring in July, they need to have an administrator in place by January. Chief Kazian noted we also may need an additional staff person to make that happen if the revenues correlate, but staff does have many projects right now, especially in ambulance billing; originally, we were looking to hire a part-time ambulance billing clerk, but now, staff is discussing a full-time position.

Mr. Hazime said his concern would be more of the leadership role, than the administrative work. Mrs. Cooperman expressed her concern is the fire chief's position may require more than a couple of hours a week. Chief Kazian said the expectations would be expressed in the RFP, and must be clear. Mrs. Cooperman suggested delaying too much "footwork" until the RFP is released. Chief Kazian agreed, and said it is just in the "thinking about how" stage, but when the RFP is released, they will be looking for a 30 to 40 day turnaround. He said it would be helpful for him to know if the Board has "zero" interest, or is interested, but with strong reservations, or if the Board is "fully in". Mrs. Schoen said it would be helpful for the Board to understand exactly what is in the RFP. Mr. Montgomery commented he is in favor of services, such as EMS billing or payroll, which are easy items to contract, but believes it is very hard to contract leadership to run their department for three hours a week, and he sees this could take Chief Kazian away from his SFD duties, and it is a "slippery slope"; however, if there is a way to help them administratively and it is beneficial to us, without putting in a lot of time, then he cannot see the downside, but contracting out the leadership side is more problematic. Chief Kazian said he agrees with the questions and needs to get answers, and suggested maybe there is a way SFD could do the administrative services without the leadership part. By law, BCCFD is required to have a fire chief – someone acting in that capacity. He said there is a fire district in Williamson Valley whose Chief also runs Bagdad Fire in a similar situation, so this is not the first time someone considered doing it.

Mrs. Schoen said the Chief should review the RFP and figure out if we may provide some administrative services, but does not see sharing the Chief with another district. Mr. Montgomery stated Camp Verde and Montezuma Rimrock Fire Districts (MRRFD) share a Chief and wondered how that is working or if there are challenges; Chief Kazian replied it is a two thirds/one third arrangement for Chief, but they are sharing IT, telephones, and fleet, as well as other areas, and are trying to streamline even more between the two Boards and increased workload. Mr. Montgomery also noted they are in contiguous districts. Chief Kazian commented BCCFD said they did not want anyone to "run" their district – they have three people on shift daily – two full-time firefighters and part-time reserve or volunteer; their other option is to

shut the doors and eliminate service to the community; this is due to the 3.25 tax cap, continued decrease in AV, and the effects of Prop 117; he noted there are quite a few districts in Arizona experiencing similar problems. Chief Kazian said there is another department in southeast Maricopa County considering SFD for EMS billing and pointed out one of his goals from the Board is to seek alternate revenue. Mr. Montgomery said the Board seems open to hear opportunities, but they did express their concerns.

5. Discussion/Update: 8/12/15 Shared Services Committee Meeting with Camp Verde and Montezuma-Rimrock Fire Districts.

Chief Kazian informed the Board there was a meeting of the Shared Services Committee on August 12th, which he and Board Member Scott Jablow attended; this is an existing committee between Camp Verde and Montezuma Rimrock Fire Districts to look at fully integrating shared services in the administrative area and merge/consolidate in different areas; those two Boards extended an opportunity to other Verde Valley agencies to join the discussion. As a result, our Board placed Scott Jablow on the committee, and, possibly, Corrie Cooperman for future meetings; there were also two Board members from Verde Valley Fire District, Clarkdale Fire is joining at the next meeting, and the City of Cottonwood is in a “watch” capacity to consider adding two of its council members. Chief Kazian said the most actionable item on the agenda was the concept of a shared Battalion Chief in the Verde Valley, not to include SFD except in a back-up capacity. As a result of that committee meeting, area Fire Chiefs met to discuss the issues. Although he has no idea where this will go, the meeting discussion was positive. This does not mean the departments will merge, but there could be Joint Powers Authority or Intergovernmental Agreements. Chief Kazian said there are 15 administrative personnel in the Verde Valley and in the future, perhaps these could be merged or shared services to handle all administrative services more efficiently and effectively. He said the worst time to talk about shared services is when districts are in financial crisis. He is in favor of the concept, and it may be necessary for some organizations’ survival.

Chief Kazian noted that Chino Valley and Central Yavapai Fire Districts (CYFD) are looking at a joint fire authority, and projecting they could lower CYFD’s AV by 3 cents and remain at the cap for Chino Valley, but still have a solid CIP and financial future. Our Verde Valley area shared services committee is a progressive way to handle future issues – not about “who is in charge”, but working together. Mr. Montgomery said he agrees that some level of collaboration will be necessary for everyone, but stated we must protect our taxpayers from subsidizing other districts because the people of Sedona do not want to pay for fire services in other areas; however, if we can find economy in scale and without creating a problem, he is interested in the concept. Chief Kazian agreed there is no thought to subsidize other districts in any way. Chief Kazian remarked that last summer, we had firefighters from all over the country helping our district in the Slide Fire.

Division Chief Schwisow reported the sad news he just heard that 3 Firefighters were killed at a fire in Spokane, Washington this evening and 3 or 4 more were injured. Mrs. Schoen added this relates to this issue because we have huge obligations outside of our own district; when we are missing 13 Firefighters out of district, our community may not expect that, but they are willing because it is a “bigger picture” to help our whole country in wildland fire services, although she agrees our citizens are not willing to subsidize other districts. Mr. Montgomery said Mr. Jablow could give his thoughts on the committee meeting when he returns to town. Chief Kazian said the committee is following Open Meeting Laws with Minutes being taken; our district posted the Agenda and Minutes on our website.

E. Item from Board Member Nazih Hazime:

1. Discussion/Possible Action: Accept Nazih Hazime’s Resignation from Governing Board; Consider Filling Vacancy per SFD Policy #2015-01, Board Vacancy.

Mr. Hazime said he had sent his letter of resignation, and although he was hoping to be able to stay out his term of office, he must be involved 100% for the district where he is Fire Chief; and unfortunately, being on this Board is causing him concern about potential conflicts. Mr. Montgomery expressed his opinion that Mr. Hazime has done a good job of towing that line, but it may be tougher in the coming months and years. Mr. Hazime expressed his pleasure in working with this Board and the staff at SFD.

Mrs. Cooperman thanked him for becoming a Board Member, and felt he has contributed quite a bit to this district, and to her as a mentor – especially in the first year of office – and certainly, he contributed a good deal in terms of his excellent background and knowledge. Mrs. Schoen commented she feels the same and stated her honor to serve him; she promised to be the best Board they could for him as a taxpayer. Mr. Montgomery commented they had both started at the same time, thanked Mr. Hazime for stepping up when the community needed him to fix some wrongs. He said everyone wishes him the best and would miss his background and insight on the Board.

Mrs. Schoen said in terms of this resignation, we could use the help of HR to move forward per our Policy for advertising and possibly creating an application. Mr. Montgomery said this would be the time for the Board to discuss how they want to proceed in filling the vacancy. He said in the past, it has been posted publicly in the Red Rock News and on our website; we could just ask for a letter of intent and a resume/background of anyone filling the position. He said this Board has not created an application for an interim Board position before. Mr. Montgomery said we could start by advertising and get a pool of applicants, review the letters, and set up interviews. Mrs. Cooperman said we do have a time limit of 90 days to fill the vacancy or it could be appointed by the Board of Supervisors. Mr. Montgomery said his intention would be to fill it within that time frame, and that deadline becomes more of an issue when there are multiple resignations. ***Mr. Montgomery moved to accept Nazih Hazime's resignation from the Governing Board effective 9/1/15 and to consider filling the vacancy through SFD Policy; a second was given by Mrs. Schoen, and the motion passed unanimously.***

Chief Kazian said a simple application could be for contact information, local experience, and to make sure the person meets the minimums for Board Members set out by law – not the work history of the individuals. Mr. Montgomery asked staff to look into what has been done in the past. Chief Kazian said at the September Board meeting would be the last day he would want to “launch” the process, and would prefer to move on this quickly. He suggested a period of time of about two weeks to accept applications, and then, have a special meeting in early October to interview the candidates to have them seated at the November meeting. Mr. Montgomery said he does not feel we need to wait until October, and would allow staff to carry out the initial steps. Mrs. Cooperman said she would like to include a question for the applicants concerning the nature of the person's interest of serving on this Board. Chief Kazian said there are bullet points on the Policy which state preference of experiences, which could be used by the Board in its consideration. Mr. Montgomery asked staff to get it posted within a week, and have the applications at the September Board meeting to review. Chief Kazian suggested applications be due the day before the September Board meeting, which would be September 15th, and then schedule a special meeting in the following week to interview the candidates. Mrs. Schoen clarified that the entire seated Fire Board would choose the individual to fill the vacancy, not a special committee.

F. Items from Board Chairman Ty Montgomery:

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

Mr. Montgomery stated the Board's legal fees for the month of July were \$2,467, and we ended last fiscal year significantly under the budgeted amount for legal fees.

IV. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Gary Johnson said earlier today, Verde Valley Fire District had a wildland assignment in its district, and although the area has some rainfall – in fact, this is the first time in many years, there has been no fire restrictions at all; however, everyone must continue to be proactive in removing weeds and debris from yards because it is still wildland fire season and we could have more in our district.

V. ADJOURNMENT

The meeting adjourned at 6:25 PM.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

:tg