



~ Note: These Minutes were approved by the Board on 9/24/14. ~

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, August 27, 2014 / 3:30 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; Scott Schwisow – Division Chief; Buzz Lechowski – Division Chief; Gary Johnson – Fire Marshal; Ed Mezulis – Battalion Chief; Tricia Greer – Executive Assistant as Recorder; Kymm Jozwiak and Britany Gould – Communication Specialist Trainees

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

Board Chairman Ty Montgomery opened the meeting at 3:30 PM.

II. EXECUTIVE SESSION

A. Vote to go into Executive Session pursuant to:

1. **ARS 38-431.03(A)(1) Personnel; ARS 38-431.03(A)(3) Legal Advice; ARS 38-431.03(A)(4) Instruction to Attorney – Possible Requirement for Fire Chief Re: Public Safety Personnel Retirement System; Possible Effects of Chief's Contract; Possible Modifications to Chief's Contract regarding same.**
2. **ARS 38-431.03(A)(3) Legal Advice; ARS 38-431.03(A)(4) Instructions to Attorney – Sutphen Corporation; Statute of Limitation Issues; Possible Litigation; Other Legal Concerns.**

Board Clerk Corrie Cooperman moved to go into Executive Session pursuant to ARS 38-431.03(A)(1) Personnel; ARS 38-431.03(A)(3) Legal Advice; and ARS 38-431.03(A)(4) Instruction to Attorney regarding the possible requirement for Fire Chief in Public Safety Personnel Retirement System; possible effects on Chief's Contract; and the possible modifications to Chief's Contract; and pursuant to ARS 38-431.03(A)(3) Legal Advice and ARS 38-431.03(A)(4) Instructions to Attorney regarding the Sutphen Corporation; statute of limitation issues; possible litigation; and other legal concerns regarding this matter. Board Member Scott Jablow seconded and the motion passed unanimously at 4 to 0.

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 reconvened the Public Session at 4:50 PM and led the Pledge of Allegiance. Division Chief Buzz Lechowski asked everyone to remember the six Firefighters, five Police Officers, and seven Military members from around the country who lost their lives in the line of duty in the last month.

B. Discussion/Possible Action: Follow-Up for Executive Session Item –Fire Chief – Re: Public Safety Personnel Retirement System; Fire Chief Contract.

Mr. Montgomery stated there is no action on this item.

C. Oath of Office Ceremony for New SFD Regional Communication Center Employees.

Chief Kazian commented Communication Specialists are the first, first responders who answer 9-1-1 calls; they are critical to the outcome of emergencies and require special skills. He then introduced the new Communication Specialists Trainees, now in extensive training, and gave a brief biography of each, as follows:

Kymm Joswiak: She was born and raised in Chicago, and has lived the last 12 years in Cottonwood. Kymm recently went back to college and earned an Associates degree from Yavapai College; she also has a Bachelors degree in Psychology from Ashford University.

Britany Gould: Originally from San Diego and Lake Arrowhead, she spent much of her life here and went to school in Sedona. Britany has been an avid violinist for the last 14 years.

Chief Kazian then administered the Oath of Office, and the Board congratulated them.

D. Consent Agenda – Discussion/Possible Action.

- 1. July 23, 2014 Regular Business Meeting Minutes.**
- 2. July 23, 2014 Executive Session Minutes.**

Mr. Montgomery moved to approve the Consent Agenda, as presented; Mr. Jablow seconded and the motion unanimously passed at 4 to 0.

E. Public Forum

- 1. Public Comments.**

There was no request from the public to speak.

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

There was no need for Executive Staff response.

F. Business

- 1. Discussion/Possible Action: Review and Approval of July 2014 Financial Report.**

Mr. Jablow moved to approve the July Financial Report; Board Member Diane Schoen seconded and it passed unanimously.

- 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.**
- f. General Update of Recent SFD Activities, Happenings, and Events.**
- g. SFD Training Report.**
- h. Community Risk Management Update.**
- i. Donations to SFD.**
- j. Update of Grant Activity.**
- k. Correspondence/Thank You Letters to SFD.**

Chief Kazian reported significant events in July included a plane crash with four fatalities in the Fay Canyon area; crews responded to a reported wildfire and plane crash; there was a large plume of smoke behind Bear Mountain and Captain Ralph Kurtz's C Shift crew hiked in to confirm the crash; air assets from the US Forest Service were utilized to put out the fire. On July 28th, crews responded to a generator fire at the back of the Safeway store; SFD worked with the Safeway staff to address some safety issues there.

He said there were 333 incidents in July, about 90 more than last year at this time. The breakdown by fire station is included. Emergency response times have been identified, and year to date, the time is down by seven seconds or so. We realized a miscalculation in our formula, and that we were reporting a slightly higher average response time than we actually have; the format has been corrected.

SFD hosted a good amount of training post-Slide Fire including National Incident Management classes, a Firefighter Academy, and fire tactic evacuation plan training at Enchantment Resort.

Chief Kazian pointed out a new section is for Community Risk Management (CRM) and shows an increase in inspections and permits. As approved last month, CRM is beginning to work with the Compliance Engine and SFD should be on-line by the middle of September. He said there are plans for large buildings including a CVS Pharmacy, Courtyard by Marriott, Residence Inn, and Tlaquepaque is seeking approval to expand.

Mr. Jablow asked Chief Kazian to further explain the CAD integration training; Chief Kazian said the mobile data tablets (MDT) were approved and SFD has been working with PSSI to get data updated, programming, hardware installed, training on usage, and now, working on the proper MDT mounting for the vehicles. Chief Kazian said the system is not yet fully implemented; Chief Schwisow stated this is a priority for Telecommunications; Mr. Jablow said it should help reduce response times.

Chief Kazian pointed out under Grants, SFD has just received notification for funding in the Governor's Office of Highway Safety grant, and we are awaiting the official confirmation of the DHS grant.

The SFD Regional Communication Center report indicates that although the number of agencies for which we dispatch decreased in July, the number of 9-1-1 calls increased.

Under General Updates of happenings and events, although we have had a lot of monsoon activity, fortunately, it has not caused flooding in the area of the Slide Fire; every day that passes helps the grasses that were planted in Oak Creek Canyon take hold and help mitigate flooding effects. SFD has not received official notification from the counties yet, but it appears only the three incumbents have filed paperwork for the Fire Board election and no election will be required in November, which will save the funds budgeted for this purpose.

G. Items from Staff.

1. Announcement: Governor's Award for Energy & Technology Innovation of Arizona Forward's 34th Annual Environmental Excellence Awards for SFD Station No. 6.

Chief Kazian commented our new Fire Station 6 continues to impress from our intent to design a functional, efficient building and fit in the community; the building has been selected as a finalist in the Arizona Forward architectural award to be presented on September 20th; he plans to attend the event. This will be held the day after the Masonry architectural award Station 6 will receive; Mrs. Schoen will attend that event. Mrs. Cooperman expressed interest in attending the Arizona Forward award ceremony, depending on the cost; Chief Kazian asked any other interested Board Members to let him know as soon as possible if they want to attend. Mrs. Schoen commented LEA Architects sent a link to all the photos of the Station 6 building process on the LEA website. Chief Schwisow added that architect Lance Enyart asked to do a "ridealong" with the Station 6 crew.

2. Discussion/Possible Action: Purchase Order #8390 to Peoria Ford in the amount of \$29,604. 60 for Arizona State Bid Purchase of Ford F-150 Pickup Truck for First-Out Battalion Chief Vehicle; Purchase Order to Arizona Emergency Products for Emergency Lighting Package.

Division Chief of Support Services Scott Schwisow said this proposal is to purchase a new Battalion Chief emergency response/command vehicle. He said during the Slide Fire and ensuing issues, it became apparent a pickup truck configuration with a camper shell would be more efficient and effective rather than SUVs. Originally, in the budget, we had two vehicles – a staff car and pickup truck for the repair shop, but the BC vehicle was moved up in priority and staff believes it is a better use of tax dollars this year. Staff compared several makes of truck and decided on a Ford F-150; he pointed out through State contracting, the cutoff date to order 2014 trucks is early September, to save money over a 2015 model.

Staff met with Arizona Emergency Products to discuss lighting and sirens for the vehicle. The National Fire Protection Association has standards for lighting to provide the safest, most effective coverage. He included a description of the lighting and safety features in the Board Agenda Communication. He said the pickup gives more ground clearance and is more suited for rough, dirt roads. Also, when Station 1 is called to a wilderness area, it is not ideal to take the Type 1 engine, so the pickup allows crews to load the necessary equipment into the

BC vehicle and use it. Staff is also considering putting a UHF-band radio for aircraft frequencies to make it as safe as possible for crews working aircraft incidents.

Chief Kazian concurred with Chief Schwisow's statements and said a command vehicle must have proper tools and equipment for successful outcomes of emergency incidents, and as it is used as a Command Center, it must include a computer and the ability to track firefighters on-scene. He recommended the purchase orders, as presented. Mr. Montgomery asked where the funding was budgeted; Chief Schwisow said funding is in the capital fund for the two vehicles and not through contingency. Mr. Montgomery clarified we are delaying the purchase of the pickup for the shop; Chief Schwisow agreed and said that would be re-evaluated. Mr. Jablow asked about the need for SFD to use the aircraft frequency for incidents; Chief Schwisow said he had asked the same question of the BCs, and this would not necessarily be for plane crashes, but could also be used to monitor air traffic when accessing injured hikers on Airport Mesa; we are usually in communication with the airport directly, but this adds another safety layer. Mr. Jablow asked if they could only be in the aeronautical area with an airport escort; Chief Schwisow replied, "not always". Chief Lechowski added we have had very close calls with aircraft even with an escort. Chief Kazian said being able to monitor that channel provides valuable and timely information. Mr. Jablow said although that is not what he is used to, under those circumstances, it is vital.

Chief Schwisow stated the lighting package is also under state contract, and these are the two main purchases for the vehicle, although there could be smaller purchases for radios and equipment. Chief Kazian said \$65,000 was allocated in the budget for vehicles. Mr. Montgomery wanted to clarify that staff would not be coming back later this year to request the other vehicle; Chief Kazian said staff is constantly prioritizing purchases, and barring damaged or destroyed vehicles, there are no plans to come back to the Board for additional vehicle purchases this year. *Mrs. Cooperman moved to approve #8390 to Peoria Ford in the amount of \$29,604.60 for 2014 Ford F-150 pickup truck to be used as the Battalion Chief response vehicle and to approve Purchase Order #8391 to Arizona Emergency Products for an emergency lighting and siren package at a price not to exceed \$15,200; Mr. Jablow seconded and the motion passed at 4 to 0.*

3. Discussion/Possible Action: Purchase Orders #9160 and #9161 to Merit Technology in the amounts of \$13,671.50 and \$2,946.29 for yearly support renewals on VMWare Storage and various Cisco items to include the phone system, specific routers, and switches.

Division Chief Scott Schwisow stated this item is from Telecommunications Supervisor Bob Motz, and is for software support and services from Merit Technology, a local vendor. *Mrs. Schoen moved to approve Purchase Orders #9160 and #9161 to Merit Technology in the amounts of \$13,671.50 and \$2,946.29; Mrs. Cooperman seconded and the motion unanimously passed at 4 to 0.*

4. Discussion/Possible Action: Purchase Order #8669 to Walker & Armstrong, LLP, in the amount of \$18,000 for Fiscal Year 2014 SFD Financial Audit.

Chief Kazian said this is the purchase order for our budgeted, annual financial audit with Walker & Armstrong. Staff is sending the firm requested information; the auditors will come here to complete its review. *Mrs. Cooperman moved to approve Purchase Order #8669 to Walker & Armstrong in the amount of \$18,000 for the FY 2014 audit; a second was provided by Mr. Jablow and the motion passed at 4 to 0.*

5. Discussion/Possible Action: Board Policy #2014-04, Electronic Tablet Usage.

Chief Kazian said this year's budget includes electronic tablets for Board Members to more efficiently receive Board packet information, and the iPads have been purchased; Lead Technician Jeremy Harris has been working to install the software called MAAS360 to upload Board packets to the tablets, as well as secure email and multiple password opportunities for security; he said the MAAS 360 software program is the only certified program for governmental confidentiality and compliance with Federal regulations. In preparation for training and using the tablets, staff is presenting a new Board Policy for adoption today; also, IT will be available on September 9th and 10th to give the Board training on the software and iPad usage; he asked the Board to let staff know their availability for that training. Mr. Montgomery said Attorney Whittington reviewed the policy and had some questions, which were answered by staff. Chief Kazian said staff had revised the Policy to address those concerns. Mr. Jablow said under Section I that Board Members would be automatically notified when the Agenda packet is available for viewing and asked if it could be downloaded anywhere; Chief Kazian said the

packets could be downloaded through Board Member's home Internet connections, at businesses, or at fire stations, although in our "cyber world", caution should always be used.

Mrs. Cooperman asked for those already using iPhones, if the iPad could stay separate if the same router is used; Chief Kazian said the iTunes account on the iPads would not be activated so it will not be able to be dual synced. Mrs. Cooperman asked if the iPads came with a protective cover; Chief Kazian answered affirmatively, and said Apple Care protection is included; Board Members may be required to pay for negligent damage or loss which is covered in the Policy. Mr. Montgomery commented, depending on his work schedule, he may have to coordinate a separate time with staff for training. Chief Kazian also said the Board Members will be required to sign a form they understand the rules of usage. Mr. Whittington said he is satisfied with the changes made to the Policy. *Mrs. Cooperman moved to approve Policy #2014-04, Electronic Tablet Usage, as presented; Mr. Jablow seconded and the motion was unanimously approved.*

6. Discussion/Possible Action: Purchase Order #9420 to Municipal Emergency Services, Inc. in the amount of \$50,075.00 for the uniform allowance bulk purchase.

Division Chief Buzz Lechowski said this is the reoccurrence of the bulk purchasing order from last year. Each eligible employee receives a credited amount to shop for necessary uniform items through a computerized system; Chief Lechowski recommended approval. Chief Kazian stated the uniform allowance used to be given to employees as a lump sum check; now, employees receive a smaller check for incidentals and a credit for the majority of uniform purchases; Chief Kazian said this is much better for tracking and accountability. *Mrs. Schoen moved to approve Purchase Order #9420 in the amount of \$50,075 to Municipal Emergency Services for the uniform bulk purchase; Mr. Jablow seconded and the motion unanimously passed.*

7. Discussion/Possible Action: Intergovernmental Agreement for Purchasing between Central Yavapai Fire District and Sedona Fire District.

Chief Kazian said previously, this intergovernmental agreement was discussed, but at that time, it had a process with which he was not comfortable; however, changes have been made and he now recommends its approval. Many fire and school districts are in this system to save on bulk purchasing. The fee to Central Yavapai as coordinator is 5% above processing and handling to purchase items on a consortium price; SFD will be able to call vendors and have most items shipped directly here; this should offer SFD considerable savings. Mr. Whittington worked through the joint agreement with multiple agencies, saving on review costs. *Mrs. Cooperman moved to approve the Intergovernmental Agreement for purchasing between SFD and Central Yavapai for the purchasing consortium, as presented. Mr. Jablow seconded and the motion passed at 4 to 0.*

H. Item from Board Chairman Ty Montgomery.

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

Mr. Whittington's invoice for the month of July was for \$4,245.96 for legal services.

IV. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Gary Johnson said his message this month is on "lessons learned" about 9 volt battery storage; he said recently, Engine 511 responded to a smell of smoke, and discovered a home's "junk drawer" included a 9 volt battery that had come in contact with another item; Fire Marshal Johnson researched this matter and recommended keeping 9 volt batteries in original packaging, in the provided cover, or if no cover, black electrical tape placed over the contact points. He said caution should be used with 9 volt batteries in pockets or bags, to make sure they do not come in contact with other items, such as loose change. Chief Kazian also said fires can be caused when recycling old batteries and to use caution when disposing 9 volt batteries.

V. ADJOURNMENT

The meeting adjourned at 5:50 PM.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

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