



~These Minutes were approved by the Board on 10/21/15. ~

# 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, September 16, 2015 / 3:30 PM

~ MINUTES ~

### I. CALL TO ORDER/ROLL CALL

**Board Present:** Ty Montgomery – Chairman; Corrie Cooperman – Clerk; Scott Jablow and Diane Schoen – Board Members; One Vacancy

**Staff Present:** Kris Kazian – Fire Chief; Scott Schwisow – Division Chief; Gary Johnson – Fire Marshal; Jane Witt – HR Manager; Tricia Greer – Executive Assistant/Recorder to the Fire Board; Carla Dufort – Administrative Specialist; Kris Ahern – Ambulance Billing Specialist; Keona Freeman – Billing/Payroll Specialist; Kevin Sullivan – Fire Inspector; Battalion Chief Ed Mezulis; Firefighters John Dunbar and Don Minardi; Ambulance Billing Clerk Amy Hedman

**Others Present:** Attorney Bill Whittington; Family and Friends of New Firefighters; Marlayne Hatler, Sedona Police Department; 2 Citizens; Ron Eland, *Red Rock News*

Board Chairman Ty Montgomery called the Session to order at 3:30 PM. He deferred the Pledge of Allegiance until the 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.**

### II. EXECUTIVE SESSION

A. Vote to go into Executive Session pursuant to:

1. **ARS §38-431.03(A)(3) Legal Advice; ARS 38-431.03(A)(4) Instructions to Attorney; and ARS 38-431.03(A)(5) Discussion/Consultation with Representatives regarding Employee Negotiations Re: Arizona State Retirement System for Administrative/Support Employee Association Employees.**
2. **ARS §38-431.03(A)(3) Legal Advice and ARS 38-431.03(A)(4) Instructions to Attorney Re: Legal Opinion regarding Local 3690 Stickers on Fire Apparatus.**
3. **ARS §38-431.03(A)(3) Legal Advice and ARS 38-431.03(A)(4) Instructions to Attorney Re: EEOC Determination Letter regarding Charge of Discrimination and to direct the Board's attorney regarding claims asserted against the District.**

*Mr. Montgomery moved to go into Executive Session pursuant to ARS §38-431.03(A)(3) for legal advice; ARS 38-431.03(A)(4) for instructions to attorney; and ARS 38-431.03(A)(5) for discussion/consultation with representatives regarding employee negotiations about Arizona State Retirement System for Administrative/Support Employee Association employees; and pursuant to ARS §38-431.03(A)(3) legal advice and ARS 38-431.03(A)(4) instructions to attorney regarding the legal opinion about Local 3690 Stickers on fire apparatus; and pursuant to ARS §38-431.03(A)(3) for legal advice and ARS 38-431.03(A)(4) instructions to attorney regarding EEOC Determination Letter about the charge of discrimination and to direct the Board's attorney on claims asserted against the District; Mrs. Cooperman seconded, and all Board Members voted in favor (4 to 0).*

- B. **Reconvene into Public Session – Discussion/Possible Action on above items.**

Mr. Montgomery reconvened the Public Session at 5:00 PM and led the Pledge of Allegiance. Division Chief Scott Schwisow asked all present to honor the memory of the 8 Firefighters and 11 Police Officers who lost their lives in the line of duty since the last Fire Board meeting.

Mr. Montgomery referred to the Executive Session items, and stated the Board spent a lot of time discussing the Arizona State Retirement System issue; *he then moved to table the item for one month to do more research. Board Clerk Corrie Cooperman seconded and the motion unanimously passed.* Mr. Montgomery said there is no action at this time on the other two Executive Sessions items (above).

### **III. REGULAR BUSINESS MEETING**

#### **A. Discussion/Possible Action: Proclamation for Arizona First Responders' Day - September 27 – A Day of Gratitude and Remembrance.**

Mr. Montgomery said this new annual recognition day was enacted by the Arizona legislature to appreciate First Responders. Mrs. Cooperman commented it is very wise of our State to set this day for First Responders, as it is difficult work requiring medical and technical skills to manage people in a crisis and make quick decisions in unpredictable situations. She then read the Proclamation aloud (attached). Chief Kazian remarked that only a few states are designating September 27<sup>th</sup> as a day of gratitude and remembrance for current and past First Responders. He introduced Commander Marlayne Hatler who attended on behalf of Sedona Police Department. Chief Kazian said we also invited representatives from Coconino and Yavapai Sheriffs, but they were unable to attend. He honored the memory of the 19 Granite Mountain Hot Shots who were killed in the line of duty on June 30, 2013, and his appreciation for our law enforcement brothers and sisters who have experienced increasing numbers of violence across the nation; he stated we have a debt of gratitude for law enforcement and Search and Rescue workers. Chief Kazian said SFD appreciates the relationships we have with our emergency responder partners.

#### **B. Discussion/Possible Action: Proclamation for National Fire Prevention Week – October 4th through 10th, 2015.**

Mr. Montgomery asked Fire Marshal Gary Johnson to address this; Fire Marshal Johnson stated as a reminder, the wildfire in California currently burning is not the largest fire at this time – it is in Wisconsin, a wildfire accidentally started by railroad workers cleaning track; Fire Prevention Week is to remind us we exist in a fire environment, whether in homes or businesses. He also said this year's subject will be smoke alarms ("Hear the Beep where you Sleep") and taking steps to be proactive about installing smoke alarms in homes and to check batteries monthly. Mr. Montgomery then read the Proclamation aloud (attached). Fire Marshal Johnson added that SFD crews will test and clean home smoke alarms and change batteries, if needed; SFD asks our residents to provide the batteries; Chief Kazian said smoke alarm checks are scheduled with homeowners, but could be delayed or postponed due to emergency calls.

#### **C. Badge Ceremony for New SFD Firefighters – John Dunbar and Don Minardi.**

Chief Kazian said it is his honor to introduce two new SFD Firefighters, as follows:

John Dunbar – He is originally from Orange County, California, and joined the Marine Corp after high school; using the GI Bill, he went to school for an Associates Degree in Fire Science Technology; most recently, he worked for Yuma Fire Department. Firefighter Dunbar's parents and sister are present tonight. He and his wife, Heather, have one son. Chief Kazian commented Firefighter Dunbar was #1 on SFD's hiring list, and we are honored to have him at SFD. His mother pinned his badge.

Donny Minardi – From Fullerton, California originally, he grew up in Lake Havasu City; after studying mathematics at Northern Arizona University, Don decided to go into the Fire Service and studied at Yavapai College. He was hired as a Reserve for SFD for two years. Firefighter Minardi recently interviewed for and was offered the position of Captain at Clarkdale Fire District, but instead, chose to take the SFD Firefighter position because he realized SFD is where he wanted to be. He lives in Cottonwood. Firefighter Minardi's girlfriend, Amanda, pinned his badge.

Chief Kazian stated the SFD badge and patch are important as symbols of Sedona Fire District and our Firefighters wear them with pride, honor, and tradition.

**D. Introduction of New Ambulance Billing Clerk – Amy Hedman.**

Chief Kazian introduced our new Ambulance Billing Clerk, Amy Hedman, originally from Pennsylvania and Canada. Ms. Hedman loves the desert, has a passion for healing arts and helping those in need. Chief Kazian said Amy was added to the EMS Billing team to help keep up with the additional workload; he then gave the Oath of Office to Ms. Hedman.

**E. Consent Agenda – Discussion/Possible Action:**

- 1. August 19, 2015 Regular Board Meeting Minutes.**
- 2. August 19, 2015 Executive Session Minutes.**

*Mr. Montgomery moved to approve the Consent Agenda; Mrs. Cooperman seconded; all voted in favor.*

**F. Public Forum:**

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

No member of the public requested to speak.

**G. Business:**

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

- a. August 2015 Financial Report.**

Finance Manager Sandi Schmidt is on vacation, but indicated no concerns in the Report. *Mr. Montgomery moved to approve the August Financial report; Mrs. Schoen seconded; the motion unanimously passed.*

**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. Sedona-Verde Valley Firefighters Reunion – October 17<sup>th</sup>.**
  - ii. AFSAP Conference – October 8<sup>th</sup>.**
- e. General Update of Recent SFD Activities, Happenings, and Events.**
  - i. SRCC Migration.**
  - ii. 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 reported:

- SFD had 372 calls for service in August and will probably total about 4,500 calls in 2015.
- Interfacility transports continue at a high pace; Battalion Chief Ed Mezulis said monthly meetings are scheduled with Sedona Emergency Center staff to work out potential issues.
- Average response times were included in the Report.
- There were two back country rescues compared to three last August.
- Under Significant Incidents, crews responded to a vehicle fire and residential fire – both with good stops preventing fires from spreading.
- Under Grants, installation of the regional video conferencing equipment has begun; SFD will need to help pay taxes on that grant.

- Because of the dispatch migration, phone calls to Sedona Regional Communications Center (SRCC) continue to drastically drop.
- Under Community Risk Management (CRM), he noted several construction projects.
- The Training section highlights several achievements and classes taught and attended by our members.
- SFD received a large donation of \$5,000 bequeathed from an estate.
- An “Old-Timers” Sedona-Verde Valley Firefighters’ Reunion will be held on Saturday, October 17<sup>th</sup> at the Verde Valley Fairgrounds – all are invited; retired SFD members are helping coordinate.
- SFD is hosting the Arizona Fire Service Administrative Professionals conference on Thursday, October 8<sup>th</sup> at Station #1.
- Division Chief Scott Schwisow reported the SRCC was slated to close on Friday, but because of issues out of our control, will remain open until next Tuesday. SFD will turn over full control of our PSAP to Sedona Police on Friday. Staff will hold a “lights out” ceremony on Tuesday at the SRCC. “Kudos” were given to Communications employees – staying on the job during this period to finish the migration. Chief Kazian said SFD Telecom employees – Bob Motz, Jeremy Harris, and Rich Scala – have been phenomenal working through uncertain times, which is a testament to their professionalism.
- It has been a tough wildland fire season with many of our SFD Firefighters working fires in other areas; for SFD, this is invaluable training and experience.
- Channel 12 news filmed a story on swiftwater rescue issues featuring SFD Firefighters Jessica Waltenburg and Jon King.
- Verde Valley Mental Health Coalition placed a suicide prevention hotline sign at Midgley Bridge; Chief Mezulis attended the ceremony; today, SFD and SPD successfully averted an attempted suicide at the Bridge. Mr. Montgomery commented that ADOT would not install a “catch fence” at the Bridge, and feels SFD could show its support for mitigation of this problem, such as a letter of concern to ADOT. Ron Eland from the *Red Rock News* added that he had directly asked ADOT about this issue; ADOT handles the bridge, but not suicide recoveries; he believes it is a matter of bringing it to ADOT’s attention. Chief Kazian asked Battalion Chief Mezulis to look into this matter.

#### H. Items from Staff:

##### 1. Discussion/Update: Restructure of SFD Organizational Chart.

Chief Kazian referred the Board to the Agenda Communication with proposed restructuring of the organizational chart in light of several key positions’ potential retirements and shifting of responsibilities due to EMS Billing and Finance workload; staff determined the need and will realign the administrative side. Also, our GIS Specialist formerly in the dispatch center will now be moved to Administration under the Human Resources Manager. Chief Kazian said Division Chief/Support Services Scott Schwisow is in the PSPRS DROP program and must retire in April 2016; Division Chief/Operations Buzz Lechowski wants to return to shift Battalion Chief; Chief Kazian is proposing an Assistant Chief/Operations be hired – a job description will be written and determine any interest internally or focus on external candidates for the position. Battalion Chief Mezulis will move from A Shift BC to Division Chief/EMS as EMS is about 80% of SFD’s calls and will expand some EMS programs, such as Community Paramedicine.

Chief Kazian explained that Division Chief serves the same function as Battalion Chief, but handles a division rather than a shift. Chief Schwisow will move from DC/Support Services to DC/Operations starting in October to oversee shifts, training, fleet maintenance, and Telecommunications. Estimated financial impacts are presented, as well as proposed effective dates, although some are predicated on staff staying through July 1, 2016; if retirements are delayed, projected numbers would change “net/net”, but not cause a liability to the district. There is about \$64,000 in savings with these moves in this budget year – however, it will take a couple of years for a true budget impact. Mayer Fire District EMS billing income will help reduce the impact next year, and another agency is interested in SFD doing its ambulance billing. This is a realigning of goals, mission, and how to operate efficiently and effectively.

Mrs. Cooperman said the plan is laid out well to carry the district forward. Mr. Jablow asked when Chief Kazian anticipates starting the hiring process for Assistant Chief; Chief Kazian replied it is still being

finalized, but an announcement could go out January 1<sup>st</sup> to have someone in the position in March, depending on the candidate's time schedule. He stated the positions of HR Manager, Finance Manager, and Fire Marshal would report directly to the Fire Chief. Chief Kazian said all retiring and new positions overlap in the plan and based on when Gary Johnson retires as Fire Marshal, he would like to hire a Fire Inspector "tomorrow" because of the backload in CRM duties. Mr. Montgomery said no motion is needed on the organizational chart as that is the Chief's responsibility; no motion is necessary for the reallocation of funds for personnel, as they are all coming from the same budget accounts – not contingency.

## **2. Discussion/Possible Action: World Trade Center Memorial Concept and Fundraising.**

Chief Kazian indicated the displayed story panels are LEA Architect-proposed designs for the World Trade Center (WTC) memorial at Fire Station No. 6. The memorial, as designed, utilizes symbolism, such as twin 9'11" "towers" holding the WTC artifact in a falling position, as it is believed the girder fell from the 20<sup>th</sup> floor; three pieces of steel representing "rays of hope" ground the piece on American soil, and different lengths on the end represent the three pieces of WTC structure left after 9/11. Based on costs and fundraising, benches will be included in the design (including re-purposed current ones); a ramp is required to be ADA compliant. "We will never forget" would be engraved on the base; a potential space for donor plaques is provided. Chief Kazian then asked Board Member Jablow to express his thoughts.

Mr. Jablow stated his pleasure with the LEA design aspects, but said after the 9/11 ceremony last week, someone suggested consideration of an alternative design. He saw a photo posted on FaceBook with two hands holding a WTC girder (in another part of the country); Mr. Jablow went to local artist, John Soderberg, to give the Board a choice; he asked Mr. Soderberg if he could come up with an alternative similar to the hand holding the girder; Mr. Jablow gave that information to each Board Member today, but pointed out it would be substantially more money. He asked Chief Kazian the projected price of LEA's design; Chief Kazian responded the "ballpark" estimate would be \$25,000 to \$30,000 with the ADA compliant ramp. Mr. Jablow said Mr. Soderberg gave him a preliminary estimate of about \$85,000 for a bronze "hand" with the base, plaques, benches, etc., additional. Mr. Soderberg also offered to help with fundraising. Mr. Montgomery said John Soderberg is a very well-known artist and would be fantastic to design something for SFD; however, we would have to guarantee we could pay that amount and he could not begin work until we raised \$85,000 plus another \$20,000 to \$30,000 for the other items. He then asked Mr. Whittington if the Board went with LEA's plan at \$35,000 and after fundraising, SFD only had \$25,000, would there be an issue with SFD contributing to finish the project; Mr. Whittington replied there would only be political concerns. Mr. Montgomery said therein lies his worry – the amount of fundraising needed before starting the project; additionally, he feels good about going with LEA after all their work on the station.

Mrs. Cooperman was very moved by the symbolism of the LEA design and thought it was simplistically and artistically beautiful blending with Station 6; her preference is to stick with the LEA design. Mrs. Schoen said she is very much in favor of staying with LEA for many reasons; she feels the property has been led by this architect over the years with a professional commitment to SFD, and the cost is high even at \$25,000 to \$35,000. She stated her desire for a detailed plan for this memorial and fundraising; additionally, she believes if SFD opens the project to one artist in the community, then we will have to open it to all community artists; she said LEA's design is quite appropriate. Mr. Montgomery stated we could go back to LEA and ask them to scale it back at a lower amount. Chief Kazian's recommendation is if the Board's consensus is for LEA, to put it out for bids to see actual costs, and at that point, make a decision. Mr. Montgomery said the Board's consensus seems to be for the LEA design; Mr. Jablow commented he is fine with that, and appreciates the input; he has already made substantial contacts for fundraising with Local 3690, SuddenLink, and APS; he said Chief Kazian is working on a tri-fold brochure of the design with information for donors to be used in fundraising efforts. He said, additionally, many locals have expressed a desire to contribute to this project because of their ties to the WTC.

Mrs. Cooperman asked what if there is a \$10,000 shortfall in fundraising; Mr. Montgomery said SFD may need to make a commitment to fund the project with contingency until fundraising dollars come in. Chief

Kazian said the project is not budgeted, but could use contingency to start, but he would not recommend that at this time. The goal is to have the memorial installed by September 2016 on the 15<sup>th</sup> anniversary of 9/11. Mr. Montgomery asked if donations would be tax deductible; Chief Kazian responded affirmatively. Mrs. Schoen said we currently have a design from LEA, but no step-by-step plan, so if we move forward, she believes we need to create a committee to plan including budgeting. This needs to be more systematic because we are asking our community to contribute and if do not meet a fundraising goal, we may need to use taxpayer funds. Mr. Montgomery remarked we have not yet agreed to that, as we still need quotes.

Mr. Jablow said Chief Kazian has a proposal for different levels of donating, and if approved, the project can move forward. Chief Kazian said SFD spent \$1,100 to pay the freight for the WTC artifact from New York; \$1,600 was spent for drawings; he will find out if LEA would charge for construction drawings. His proposed donation levels were the product of numbers quickly put together and may not be the right funding levels; he would prefer a committee make the decision, as well as set a timeline. Mr. Montgomery stated a committee has implications under Open Meeting Laws; this would allow a group of citizens to participate and report back to the Board. Mrs. Schoen agreed and said it could be similar to the Station 6 citizen committee with about five people. She said although Chief Kazian is very good at fundraising and could help, he has a major job being Fire Chief, and there are citizens with high interest in participating; Chief Kazian said staff could put a notice for committee members on our website. Mrs. Schoen volunteered to serve as committee Chairman. Mr. Jablow also volunteered to be the Committee Chair, as he already has a lot of work into the project. Mr. Montgomery stated he believes Mr. Jablow should be the Chair, if he is willing to do so, as he acquired the artifact; the expectation is the committee would come back to the Board with a formal fundraising plan to be adopted.

Mr. Montgomery said this is an important project and we definitely want community involvement. ***Mr. Montgomery moved to form a citizen committee led by Board Member Scott Jablow to plan and fundraise for the 9/11 memorial; Mr. Jablow seconded.*** Mrs. Cooperman believes Mrs. Schoen has incredible fundraising ability, but Mr. Jablow is the member who brought this to SFD; Mr. Jablow thanked her and said he would appreciate Mrs. Schoen's help on the committee, as well. ***The vote on the motion was called and unanimously passed.*** Mr. Montgomery said Board consensus seems to support some discretion for Mr. Jablow in setting the number of people for the committee up to five, and to get a construction quote. Chief Kazian asked the Board to keep in mind staff's workload as we try to balance this new committee.

**3. Discussion/Possible Action: Consent and Waiver for Legal Services between Sedona Fire District and Black Canyon City Fire District (BCCFD).**

Chief Kazian informed the Board that Black Canyon City Fire District had asked for a Request for Proposals (RFP) for shared services be drafted by Attorney Bill Whittington, but as Mr. Whittington also represents SFD, he declined and recommended Attorney Donna Aversa. Mr. Whittington said his firm does not charge clients for Consent and Waiver; he apologized for the subsequent delay this causes, and his appreciation of the Chief's convictions regarding this matter. ***Mr. Montgomery moved to approve the Consent and Waiver forms, as submitted, for a Request for Proposals with BCCFD; Mr. Jablow seconded, and the motion was unanimously approved.*** Chief Kazian said once SFD receives the formal RFP from BCCFD and its requirements, we could then decide if it should be brought to the Board or not.

**4. Discussion/Possible Action: Purchase Order #9826 to Merit Technology Partners in the amount of \$12,368.68 for Software Support.**

Division Chief Scott Schwisow stated this is a budgeted item for necessary software support from a sole source provider for the Cisco router and telephone. ***Mr. Montgomery then moved to approve Purchase Order #9826 to Merit Technology Partners in the amount of \$12,368.68; Mrs. Cooperman seconded and the motion was unanimously approved.***

**5. Discussion/Possible Action: Purchase Order #9459 to Continental Flooring in the amount of \$31,112.81 for Flooring at Stations No. 1, 3, and 5.**

Fire Marshal Gary Johnson said this is part of the facilities budget; he commented most flooring in Stations 1, 3 and 5 is part of original construction, and in some cases, has become a hazard. Staff started with a clear scope of work, received input from crews, and came up with a RFP; three companies came and walked the facilities, and we received two bids. Fire Marshal Johnson said Continental Flooring's bid was at \$3,700 below the other bid and almost \$9,000 below the budgeted amount. All carpeting will be removed from crew quarters, and replaced with vinyl which will be easier to keep clean. Carpeting will be replaced in the Station #1 training room as it was felt vinyl flooring would be too loud during events. He said once the purchase order is approved, staff could move forward, select colors, and coordinate installation. ***Mrs. Cooperman moved to approve Purchase Order #9459 to Continental Flooring in the amount of \$31,112.81; Board Member Diane Schoen seconded, and the motion was unanimously approved.***

Chief Kazian commented SFD has significant facility issues that have been ignored for a decade. Fire Marshal Johnson agreed and said we are now paying the price, and added that the air conditioning is not working on this side of the building (where the Multipurpose Room is located). Chief Kazian commented we are bundling these station projects to maximize dollars; this is part of the district's continued efforts to make our dollars go further.

**6. Discussion/Possible Action: Purchase Order #9913 to Polaris Sales in the amount of \$17,267.67 for a Polaris Ranger.**

Chief Schwisow said this was a need identified during the budget process; as backcountry medical calls increase, we have found the current Ranger becomes increasingly difficult to utilize because of the short wheel base; when a patient is in the back, Firefighters have to walk alongside and hold the UTV down for balance. The new Polaris Ranger has a longer wheel base, and will work better with the crew cab configuration. The Ranger can operate on roadways, and crews may respond directly to incidents in it from Station 1 to, for instance, the Dry Creek Road backcountry trail area. Chief Schwisow said this Polaris Ranger is on GSA contract at very attractive pricing with upgraded wheels and road kit; there will be additional up-fitting costs. ***Board Member Scott Jablow moved to approve Purchase Order #9913 to Polaris Sales in the amount of \$17,267.67; Mrs. Cooperman seconded; the motion unanimously passed.***

**I. Items from Board Chairman Ty Montgomery:**

**1. Discussion/Possible Action: Review Interest Letters Submitted by Potential Candidates to Fill Board Vacancy; Selection of Candidates to be Interviewed; Schedule Special Meeting for Interviews and Appointment of New Board Member on Monday, 9/21/15.**

Chairman Montgomery said we received four applicant letters of interest and need to set a date for interviews; Chief Kazian commented we initially discussed scheduling interviews on September 21<sup>st</sup>, but one applicant has a conflict with that date and would not be available until mid-October. He said the Board is certainly able to honor the original date and schedule interviews of those that are available, and then finish up in October. He believes, however, scheduling them at the same time is more expedient either on Tuesday, October 13<sup>th</sup> or Wednesday, October 14<sup>th</sup>. Mr. Jablow stated he has a conflict with those dates. Mr. Montgomery suggested having two of the interviews on Monday, October 19<sup>th</sup> and two on Tuesday, October 20<sup>th</sup> with the first interview at 4:30 PM and the second, at 5:15 PM. The Board discussed the necessity of the chosen candidate taking the Open Meeting Law (OML) training at least 24 hours before being seated. Mr. Whittington said the Board could hold interviews in Executive Session – with Notice given to the candidates – but the appointment must be made in Public Session. The Board also discussed the possibility of requesting the chosen candidate take OML on-line training after the meeting on Tuesday, and then take the Oath of Office and be seated at the Regular Board meeting on October 21<sup>st</sup>. Mrs. Schoen said that seemed impractical and suggested the candidate be given a month and have them seated at the November Board meeting. Mr. Montgomery said that could be the candidate's prerogative. Chief Kazian pointed out the new Board Member would not have had a chance to review the packet of information if they were appointed one day and seated the next; he recommended holding the interviews on those two dates, and the Board make its decision the next day at the regular meeting, then allow the appointee to have a month for the OML training and be seated in November.

Mr. Jablow suggested the Board compile a “list” of the top two candidates to keep for a few months, and if another vacancy occurs, the second candidate could immediately take OML training and join the Board. Mr. Montgomery disagreed. Mr. Whittington said that would be possible, but may require the Board to change its By-Laws. Mr. Jablow stated he suggested the list to save the district money for advertising and time in the event of a vacancy in the next four to six months.

## **2. Update of Shared Services Committee – September 9<sup>th</sup> Meeting.**

Mr. Jablow commented he and Chief Kazian attended the meeting and Mrs. Cooperman was unable to attend because of the change in the meeting’s start time. Mr. Jablow gave her the paperwork provided at the meeting; he said it was refreshing to see different departments’ Board Members and staff working together. He said they discussed options for shared services and changed the committee name to better reflect the entire area – Greater Verde Valley Emergency Services committee – which left the door open if Verde Valley Ambulance or law enforcement wanted to be involved. He said Cottonwood Fire is waiting for its City Council to approve the process; he asked Chief Kazian to address issues.

Chief Kazian stated he was impressed watching the dynamics of the group; the list of items which could be addressed are endless, but currently, the only item under serious consideration is sharing Battalion Chiefs, especially by Camp Verde and Verde Valley who both have open Assistant Chief positions; this is being considered as a 40-hour position. Chief Kazian said his comment to Fire Chief Terry Keller was he supported their concept but, SFD would not commit finances to their sharing BC, although we would be supportive from a safety standpoint. One Board Member from VVFD came with a strategic plan and operational plan, which Chief Kazian felt were excellent. The benefit of Board Members being present is to be able to pass along information to their Boards. He is excited about future possibilities with this committee, but felt only having two area Fire Chiefs at the last meeting was a disservice because all the Chiefs could benefit from what is being discussed.

## **3. Monthly Update: Fees for Legal Services Provided to SFD.**

Mr. Montgomery noted that the attorney’s invoice was \$3,100 for the month of August.

## **IV. FIRE MARSHAL’S SAFETY MESSAGE**

Fire Marshal Johnson reiterated the focus of Fire Prevention Week is on smoke alarms, and three out of five fire deaths in homes are because of no working smoke alarms. He recommended smoke alarms be installed on every level of a home, including the basement. CRM staff is working with Firefighters and local press to present safety messages and programs at area schools in October.

## **V. ADJOURNMENT**

The meeting was adjourned at 7:15 PM.

*Original signed by Corrie Cooperman*

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Corrie Cooperman, Clerk of the Board

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