



These minutes were approved by the Board on 1/17/18.

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, December 13, 2017 / 4:30 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

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.

Board Present: Corrie Cooperman – Clerk; Tim Ernster, Abe Koniarsky, Dave Soto – Members

Board Absent: Ty Montgomery – Chairman

Others Present: Fire Chief Kris Kazian; Assistant Chief Jeff Piechura; Division Chief Ed Mezulis; Fire Marshal Jon Davis; HR Manager Betty Johnson; Finance Director Gabe Buldra; Executive Assistant Tricia Greer – Recorder; Jay Parks, Auditor with Walker & Armstrong; Firefighter Shawn Foster; 9 members of the public

Board Clerk Corrie Cooperman, who was chairing this meeting due to Chairman Ty Montgomery’s absence, opened the meeting at 4:30 PM.

II. REGULAR BUSINESS MEETING

A. Public Forum:

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

Dwight Kadar – Village of Oak Creek: (Written Statement) *After reading recent articles in the Red Rock News and The Village View in which Chief Kazian stated, “It was finally time to clear the air”, Arizona Liberty believes that Chief Kazian and his Governing Board still refuse to recognize why they lost the bond election, so we’ve decided to help them understand. Here are the top ten reasons the bond election failed: Reason #10. The bond election failed because Kris Kazian chose to ignore warnings from his Governing Board members and the Red Rock News that \$18 million was too much money to ask from taxpayers. Reason #9. The bond election failed because fire district taxes are already the most expensive piece of the property tax bill and taxpayers rejected this additional bailout. Reason #8. The bond election failed because Gary Johnson told district taxpayers they would have to pass the bond issue to find out how to spend it. Reason #7. The bond election failed because it was packed with employee lifestyle enhancements and delayed routine maintenance projects that had absolutely nothing to do with keeping district taxpayers safer. Reason #6. The bond election failed because Wendy Tanzer’s political action committee received \$20,660 from Phoenix contractors and other fire district labor unions to fund the entire Safer Sedona advertising campaign and district taxpayers found out. Thank you to the Red Rock News and SedonaEye. Reason #5. The bond election failed because Safer Sedona used fear mongering, scare tactics and threats of cutting services instead of presenting facts, figures and rationale. Reason #4. The bond election failed because Rich Collister, Matt Shobert and their fellow internet trolls used social media to insult, demean and threaten district taxpayers. Reason #3. The bond election failed because Tim Ernster colluded to influence the bond election outcome, both as a member of the Governing Board and the Citizens’ Advisory Committee. Hey Tim, your collusion wasn’t illegal, it was just inappropriate and unethical. Reason #2. The bond election failed because Kris Kazian attempted to manipulate the voter information pamphlet, by changing voter “con” statements, and got caught. And the number one reason why the bond election failed was because Kris Kazian and his Governing Board have been unable to manage the Sedona Fire District in a fiscally sound and responsible manner and the taxpaying voters knew it. Enough was enough!*

Fire Chief Kris Kazian requested to address the Board as his name was called out several times during the preceding “tirade”; he said to be clear, the bond election was called for and voted on by the SFD Governing Board, not by him, and it was by the recommendation of the Citizens’ Advisory Board and that Chief Kazian has no authority to authorize a bond election; also, it was said that he “manipulated” the voter information pamphlet and that is clearly not the case as the Board decided to have a pamphlet and he followed the advice of legal counsel; Chief Kazian said for Mr. Kadar to make these accusations is “sad”; further, he would be happy to meet with Arizona Liberty to talk about their concerns and SFD’s leadership at any time.

Board Member Tim Ernster, who was also criticized by name, stated he would be willing to meet with Arizona Liberty about how they believe he “colluded” in his role as Fire Board Member and as Chairman of the Citizens’ Advisory Board. Chief Kazian noted Mr. Kadar had immediately left the building after reading his statement and was not in attendance to hear Chief Kazian’s and Mr. Ernster’s responses. Mrs. Corrie Cooperman stated she is aware Chief Kazian invited members of Arizona Liberty to meet with him multiple times, but they had declined.

B. Discussion/Possible Action/Presentation: Recognition of Executive Assistant Tricia Greer Day on January 10, 2018.

Mrs. Cooperman read aloud the Proclamation (attached) to honor SFD’s retiring Executive Assistant Tricia Greer; *Mr. Ernster then moved to approve the Proclamation in recognition of Executive Assistant Tricia Greer Day on January 10, 2018; Board Member Dave Soto seconded, and the motion was unanimously approved (4 to 0).* Mrs. Cooperman called for a brief recess to congratulate Ms. Greer.

C. Consent Agenda – Discussion/Possible Actions:

1. **February 1, 2012 Executive Session Minutes.***
 - *This was to interview Fire Chief candidates and was audio-recorded, but not transcribed due to outside clerical being used. State Law requires paper Minutes for retention per Arizona Library, Archives and Public Records.*
2. **November 15, 2017 Regular Board Meeting Minutes.**
3. **Purchase Order #01601 in the amount of \$17,094.07 to Rush Truck Center of Arizona to Refurbish Fire Engine – Emergency Purchase.**
4. **Purchase Order #10932 in the amount of \$10,652.18 to Kronos Incorporated to renew Service Agreement on Telestaff.**
5. **Purchase Order #10931 in the amount of \$16,034.90 to Merit Technology Partners for SMARTNET Cisco support contract renewal for Call Manager.**

Mrs. Cooperman stated her desire to pull Item 3 for additional discussion in the interest of transparency as it was an emergency purchase item. Mr. Ernster asked to pull Item 1, regarding the February 1, 2012 Executive Session Minutes. *Mrs. Cooperman then moved to approve Items 2, 4, and 5 of the Consent Agenda and to remove Items 1 and 3 for additional discussion; Mr. Ernster provided a second and the motion was unanimously approved.*

Mr. Ernster said he understands this is on the Agenda tonight as these Minutes from February 1, 2012, were not formally approved by the previous Board; Chief Kazian confirmed same and said the Minutes were never approved nor even transcribed; Ms. Greer said the Board, at that time, did not want SFD clerical staff to be in attendance at the Fire Chief candidate interviews, but had an attorney present to record the session; the attorney kept the tape for many months until SFD requested he return them to the organization. State Law requires Minutes be in written format for retention and Ms. Greer transcribed the tapes for presentation to this Board for approval. Mr. Ernster commented information contained in the Minutes is very interesting including the Board questions and candidates’ responses; Mr. Ernster said he believes this information would be good for the public and asked if it would be possible to make them public; Chief Kazian said he believes there is potential for any Executive Session Minutes to be made public, although all Board Members must formally approve in a unanimous decision.

Mrs. Cooperman said the Board could approve the Minutes tonight or table approval for future discussion and, possibly, public release at the next meeting. Board Member Abe Koniarsky agreed the information in the Minutes would be helpful to the public and that it contained Chief Kazian’s interview as a candidate. Board Member Dave Soto pointed out one of the Board Members from that time, Ty Montgomery, is still on our Board and felt it would be important to have Mr. Montgomery present for the approval and to possibly release them to the public;

therefore, he recommended tabling approval until the next meeting. Mrs. Cooperman agreed and asked that approval and a discussion on whether to release them to the public be listed on the Agenda for possible action. Mr. Ernster asked about the legality of releasing Executive Session Minutes; Chief Kazian said his understanding of district law is that is possible. Mrs. Cooperman also mentioned another concern is the second candidate that was being interviewed during that Executive Session and his interview being released; Chief Kazian said, again, his understanding is the release still falls completely under the Fire Board's purview; he said the Board could have that discussion next month when Attorney Bill Whittington is present; he also agreed it would be beneficial to have Mr. Montgomery's input. ***Mr. Ernster then moved to table Consent Agenda Item 1 – 2/1/12 Executive Session Minutes – until next month and to direct staff to include it on the Agenda for approval as well as to make those Minutes public. Mrs. Cooperman provided a second and the motion was unanimously approved.***

Mrs. Cooperman then moved to Item 3, the purchase order for the emergency repair of Engine 531. Assistant Chief Jeff Piechura said a problem with a minimum of one cylinder failing on the engine during a pump test; our mechanic took it to the heavy truck repair site in Flagstaff, with whom we have an account; after teardown, it was found a cylinder did fail and components could be replaced, understanding the other 5 cylinders also took in the same particulates, which could cause additional cylinder failures. Based upon SFD mechanic's recommendation, staff asked Chief Kazian for authorization utilizing SFD's purchasing policy up to \$25,000 in emergency repair; the engine was test driven last week and is not yet ready, but should be back into service next week after being pump tested. Mr. Soto asked about the impact of this apparatus being out of service; Chief Piechura responded it is our reserve engine, so although it was a diminished capacity, it was still viable for use in the Chapel area. Mr. Soto said he is trying to quantify the importance of the engine being out of service. ***Mrs. Cooperman moved to approve Purchase Order #01601 to Rush Truck Center of Flagstaff for the repair of the reserve fire engine for a cost of \$17,094.07; a second was provided by Mr. Soto and the motion was unanimously approved.***

D. Staff Items:

1. Discussion/Possible Action: Presentation of Fiscal Year 2017 Financial Audit by Walker & Armstrong.

Mr. Jay Park of the CPA firm of Walker and Armstrong presented the results of Fiscal Year 2017 SFD financial audit. Mr. Park said there are 3 documents issued as part of the audit, which have been summarized, for this presentation. The most critical aspect of the audit is to hire an independent audit firm to express an opinion on the financial statements, which are the responsibility of management to fairly present in accordance with Generally Accepted Principles, which are the framework for accounting – the rules of how financial statements are reported.

- Walker and Armstrong issued an unmodified or clean opinion; that is the best one of four possible opinions.
- Highlights of the Audit: Overall, the audit went very well and was completed a month earlier than usual.
- Recommendations for improvement of the budgeting process from last year were made.
- Key financial highlights: General Fund revenues were greater than budget by \$419,000 while expenditures were less than budget by \$1.1 million – the district had a strong year in terms of fund basis financial reports. One transaction stood out this year and that was the \$849,000 excess contribution which was paid out to Public Safety Personnel Retirement System (PSPRS) members and for which SFD is getting credits during FY 2018; the way accounting rules work means bringing that back into FY 2017 and record it as a liability; thus, financial statements will show significant decrease in net assets.
- Key financial performance measures: Net position did go down from \$5.1 million in 2016 to \$1.5 million at the end of 2017. There are different ways of looking at accounting information and two different perspectives – long term and current resource perspectives. Fund balances had an increase during the year – so, the net position decreased, but fund balances increased primarily due to pension-related calculations and adjustments.
- There was an increase in the net pension obligation of over \$7 million during the year – but there was an increase in cash investments of just under \$1 million, so from a liquidity standpoint, the district is strong with over \$5 million cash investments with the County Treasurer.
- Internal Control Matters: This is a big component of the audit to look at various processes including cash receipt cycle, cash disbursement cycle for accounts payable and payroll to make sure appropriate checks and balances are in place, as well as segregation of duties. Walker and Armstrong found no internal control findings this year, which is a positive. If they had found problems, they have an ethical obligation to report.

Mr. Koniarsky asked if the PSPRS refund of \$849,000 was only specific to Sedona Fire; Mr. Park replied, no, this is applicable to any Arizona government agency participating in PSPRS this year; the auditor general provided guidance on how to account for the refund since it was a very unique transaction.

- Overall net worth of the fire district: The net worth (also known as net position) is \$1.5 million. SFD along with most fire districts have a lot of capital assets, such as fire stations, apparatus, etc. Current liabilities of just under \$1.7 million, which is not bad due to the strong liquidity. There are other non-current liabilities at \$22.7 million, which is capital leases, accrued vacation and sick leave, with the majority, pension-related.
- Liabilities: Net pension liability is the largest of \$19 million, which is up \$7 million from prior years; this fluctuates quite a bit as actuaries change their estimates and depending on market conditions.

Chief Piechura asked Mr. Park to explain the GASBY requirements for reporting pension liabilities. Mr. Park said this is a new requirement effective 2017; prior to that, governments did not record pension liabilities; they were not part of the audit; it was more difficult back then to see what future obligations would be; starting in 2016, they were added to the books and there are many disclosures – about 20 pages – on the different estimates involved. Outside actuaries come in to figure out estimated liability.

- Under other liabilities: There are compensated absences, capital lease, and PSPRS (net pension liability); it affects all governments, counties, cities, and districts with defined benefit plans – it is not unique to SFD.
- Revenues: There were not many changes and were consistent with prior years; tax revenues went up, charges for services had a decrease – mostly due to wildland revenue decreasing.
- Comparing different types of expenses: Fire district expenses (not just SFD) are mostly in salaries; he showed charts comparing 2016 and 2017, which increased but is, primarily, due to the PSPRS refund. However, salary expenses actually went down; capital outlays also decreased – purchases of equipment, vehicles, etc.

Finance Director Gabe Buldra stated this is looking at the true operation of SFD over which the Board, Chief, and Administration have control versus the comparative showing the full PSPRS added in over which the district has very little control; as discussed in budgeting, the district has control over developing plans to address PSPRS liability, but is not indicative of our current operations. He said when looking at these comparisons – one is a true operational comparison and the other is from the financial statement perspective. Chief Kazian said government statements are quite different than private industry because of issues such as pension liability; he asked if it would be fair when people with business backgrounds and financial expertise who look at our financial statements to compare “apple to apple”. Mr. Park replied the other way of looking at it that includes pensions is more along the lines of how businesses report current assets and current liabilities, but also focus on long-term assets and long-term liabilities; he said the reason governments have two different ways of looking at financial information is because governments are driven by budgets and adopt a budget yearly; therefore, governments have a unique perspective, which is more short-term; a lot of the focus is what do you have available in fund balance to carry over to the next year’s budget. The other perspective for purposes of financing is “what is our overall net position that includes everything”. If a person were to look at the salaries on the comparison financial statements and say, “look how much the salaries went up from 2016 to 2017” when, in fact, actual salaries decreased.

Mrs. Cooperman commented, sometimes, people do not look at SFD’s financial statements with an understanding of government reporting; she suggested in the future having salaries as a separate item and pensions as separate, so that nothing can be misconstrued by the public. Mr. Park then showed the same information with the pension liability removed, which shows that salaries and related actually decreased. Overall, expenditures went down.

Mr. Park said certain items are required to be communicated to the Governing Board and is in a separate document – those are items such as accounting policies that management adopts, which are included in the notes on the financial statements; accounting estimates are important because pension is a significant estimate and the reason for that is because estimates can change and they may not have very much effect on overall cash flow.

- Difficulties while performing the audit: Mr. Parker stated if auditors encounter difficulties or problems while performing the audit, they are required to report that to the Board – in some organizations, that happens; however, in this case, there were no difficulties in performing the audit.
- Corrected and uncorrected misstatements: Records are reviewed during the audit and a focus is on the balances in the accounting system are properly recorded; this year, there were fairly insignificant audit adjustments and the SFD Finance department did a good job. The adjustments are included in the report.
- Management representations: Financial statements are the responsibility of management and provide certain representations during the course of the audit and also provide a written document, “Management Representation Letter” which is included. Management signs the letter and provides it to the auditors.
- If management consults with other accountants on any issues involving accounting matters, they have an obligation to inform the Board and there were none of which they are aware.

Mr. Koniarsky asked Mr. Park, since this is SFD’s first year with a contractual Finance Director, how did it compare to the previous years of auditing SFD with internal Finance Directors; Mr. Park said, as mentioned, the overall quality of accounting records were good and it was very positive; he said having someone from the outside is a positive because there is more objectivity of issues when the Director is not involved on a day-to-day basis; the other positive part is financial statements are complicated and particularly now with pension reporting and having someone from the outside, other than your financial auditors, provides more credibility to the overall financial reporting process because they understand the same set of accounting rules used for the audit.

Mrs. Cooperman said it is heartening to receive a clean opinion with no internal control factors and no difficulty in working with the district. She congratulated Mr. Buldra and staff for the work and time they put into the audit.

Mr. Ernster asked, overall, how SFD compares in terms of financial management to other districts and counties that Mr. Park has audited; Mr. Park said over the years, SFD’s audits have improved from their first SFD audit in 2010, and to answer the question where the district stands, this audit was completed sooner and went very well.

Mr. Soto asked, based on what Mr. Park reviewed and the new strategies with Mr. Buldra’s firm, if Chief Kazian’s budgetary methods and accountability are standard or above standard, and when the community reviews this as a public document, could they feel the Chief has got his “house in order”; Mr. Park said their firm does not get very involved in the budgetary process, and they focus on anything that obviously does not make sense or look right in the budgeting process; Mr. Soto then clarified his question that, based on what you look for in your audit, did anything reflect less than positive that the community may not feel comfortable about how SFD is being run; Mr. Park responded they did not see anything in the budget that caused concern.

Mrs. Cooperman moved to approve the SFD Fiscal Year 2017 audit as presented by Walker and Armstrong; Mr. Soto seconded and the motion was unanimously approved.

2. Presentation/Discussion: Fire Chief’s Response to Public Comments made by William Spring regarding Traffic Concerns during November Public Forum.

Citizen William Spring requested he address this item concerning traffic and stated: *First of all, I want to thank Chief Kazian... who is very responsive to some things I submitted to him and also submitted to Sedona City Councilmen and that was, basically, the ADOT 2016 traffic study, which all of you should be aware of. The Chief has got copies of the aspect of it that affects Sedona and VOC. It came out of my interest that somebody’s got to do projections of traffic when I looked at Highway 260 going four lane, they can’t just be making it up. And as I discovered, it took 2 months with ADOT’s Engineering Department; in fact, in 2016, there was a traffic study done in which Sedona/VOC was identified as a high traffic corridor; in fact, in the study – which I urged Chief Kazian who has been very responsive to me because he recognizes this as a big issue – I hope he shares that as well as my emails, with members of the Board. The highlights of the ADOT study – done in 2016 before the local hotels were built – before the Sedona Rouge added 100 rooms, and the Marriott added 120 – was that of 6 categories of traffic congestion, we are in the highest traffic corridors; everything here is Level 5 and 6 – Level 5 is at maximum capacity traffic and Level 6 is beyond maximum capacity traffic today. So, I read through the studies, which 6 pages are excerpted to him – if you have the curiosity, you can get it emailed from him along with my comments. The first thing that hit me was that the average traffic on 89A now out here exceeds the*

average daily traffic on the freeway between Phoenix and Flagstaff – I-17; over 24,000 cars a day average, which masks afternoon and weekend traffic, when you use averages, which Kris and I discussed, in fact, at Soldiers Pass intersection, the traffic is currently – and this is based on 2015 data – 28,000 cars a day average, well above the Interstate; in fact, it's the most crowded intersection anywhere around here – VOC, 179 the same and I note in the comments that Kris put together here, the lady, Marcie Ellison that I mentioned up in the Canyon actually took 39 minutes – longer than I said to get down from the station up there – she thought she had a heart attack – down to the medical center on a 3:00 afternoon. I don't know if that was a weekday or weekend – 40 minutes is descriptive of what's happening here. The most alarming part of the study, and you really need to read it, is the projections – first I've ever seen – we just tossed a quarter million bucks out in Sedona for a Kimley-Horn study of traffic telling us we've got a lot of traffic. The traffic projections in 8 years ago... Soldiers Pass corner go from 28,000 to 38,000 cars a day, which it's already at maximum level 6 – that corner, by the way, is now subject to 126 unit hotel proposal along with a restaurant, along with additional condos and retail, along with a 90 unit addition to the Marriott up the road here. I'm a hotel developer; American Hospitality Association will tell you the average trips per hotel room are about 8. When you do the math on... (Mrs. Cooperman reminded Mr. Spring of the 3 minute time allotment for public comments.) I'm about at the end of it and that is that I believe one of the things we need to do is... afternoons, weekend afternoon traffic response, and I think you're going to look at that, the other one is you folks need to look at the traffic projections – you don't have any control over it, but you will be blamed for it when somebody has a heart attack or a stroke and it takes 40 minutes to get from here to there. It's really something you need to look at in terms of your interactions with the communities that you serve.

Mrs. Cooperman thanked Mr. Spring and called on Chief Kazian for his presentation (PowerPoint presentation attached). Chief Kazian noted that Mr. Spring spoke at last month's Board meeting during the Call to the Public and since then, we have had many emails between each other to discuss concerns; Chief Kazian has shared all those with the Board, as well as the attachments Mr. Springs referenced; he said he appreciates Mr. Springs' interest in the fire district and response to emergencies in our community; he said every month, we have a discussion about response times in the Fire Chief's report and are constantly working on that. He said traffic concerns are in the paper every day and are a high priority for everyone in the community and SFD is always "at the table" to come up with short- and long-term solutions.

Chief Kazian provided a correction to Mr. Spring's comments about response to a call in Oak Creek Canyon that he said took 35 minutes to get to the call; however, it did not take 35 minutes to get to the call and he will explain further later. Mr. Spring referenced different festivals in Sedona and how on those weekends, traffic is impacted. To review response times during festivals, staff looked at high-impact times, holidays, weekends and went to the City for information of spikes in hotel bed taxes – unfortunately, the City's reporting is done on a monthly basis and is not an exact science; so, we were unable to get the specific data points. He said during festivals, Sedona Marathon, 4th of July, etc., when we know there will be increased traffic issues, SFD provides additional staffing to be able to respond quicker. He said he does not have ability to take ADOT traffic projections for 5 or 10 years and how many cars there will be and project our response times. Therefore, he looked at historical data for the follow-up on the patient to which Mr. Spring referred. She lives north of Midgley Bridge and the incident occurred on July 3, 2015, on a holiday weekend at 3:50 in the afternoon; the patient drove to Station 5, so that makes a zero response time; firefighters at the station started providing treatment immediately; since Station 5 has only 2 firefighters on duty, there is no ambulance there; dispatch was notified and an ambulance responded from Station 4 and because medical treatment was started quickly and the condition of the patient (non-emergency), the response was downgraded to Code 1 – a non-emergency response – and the ambulance responded from Station 4 in Uptown to Station 5 to transfer care of the patient from the 2 firefighters on-scene to the ambulance crew; the patient was then transported from the Canyon to Sedona Emergency Center; and all of that took 39 minutes – not just the response time. Of that, the response time was 14 minutes from Station 5 to SEC. He said the patient disputed what Mr. Spring had stated about the ambulance driving over lawns to get to the hospital. After a question from Mr. Soto, Chief Kazian was unable to confirm if the response was Code 1 or Code 3, but noted that Code 3 transports to and from scenes are one of the most dangerous parts of the fire service and those exposures are limited based on the nature of incidents and protecting firefighters' and the public's safety.

Chief Kazian then reviewed the graphs in his presentation, as follows:

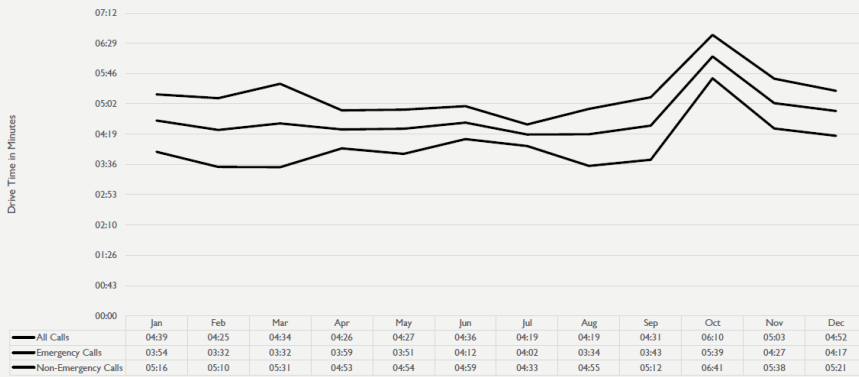
DRIVE TIME SUMMARY ANALYSIS CONSIDERATIONS

- Data reflects response time only
 - The time it takes for the first unit to go en-route to the incident until it arrives on the scene
 - Most appropriate way we have to accurately measure the potential impacts of traffic
- All the data was collected from the Records Management System - FireHouse
 - December 2017 is not included in 2017 data
- Realize that the response comparisons are not “apples to apples” as the location of the incidents vary greatly in the data set
 - The distance an incident is from the station/responding unit has a considerable impact to the actual response time it takes; the data being reported is from wherever the calls occurred and the response time that correlates to the first arriving unit
- We are unable to correlate any ADOT traffic projections into our future response time projections to accurately depict future impacts with our skills and software at this time

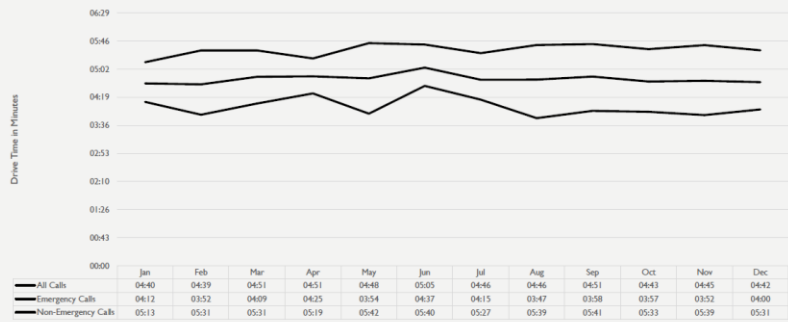
SFD'S INTEREST IN TRAFFIC IMPACTS

- We report our average response time each month during the Chief's report as a gauge to our effectiveness. This has been at the request of inquiring Board Members and is good data for us to relay to the public
- Develop better response time metrics where feasible
- Realize any opportunities/potential to enhance the effectiveness of our emergency responses
- Balance the operational abilities of our stations and personnel to provide the best service to the population densities
- Leverage technology, where capable, to enhance response proficiencies
 - MDT, traffic pre-emption systems
- Educational campaigns - Pull Right for Lights and Sirens
- Maintain involvement with partnering agencies to develop and implement short/long term solutions

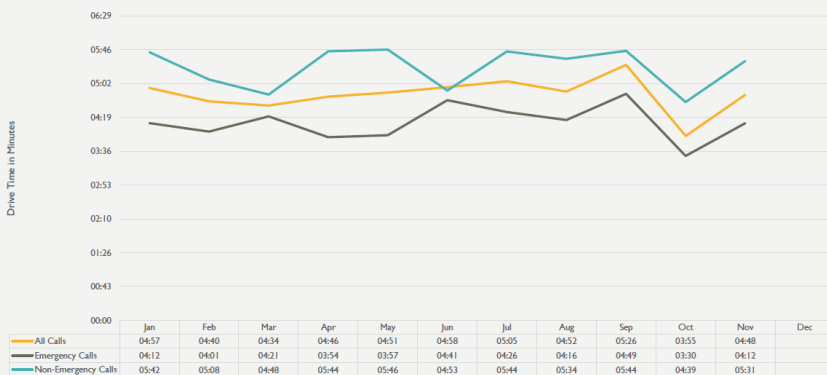
2015 AVERAGE DRIVE TIME



2016 AVERAGE DRIVE TIME

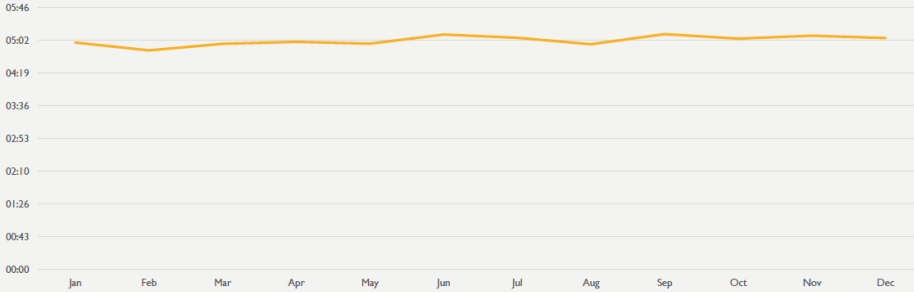


2017 AVERAGE DRIVE TIME

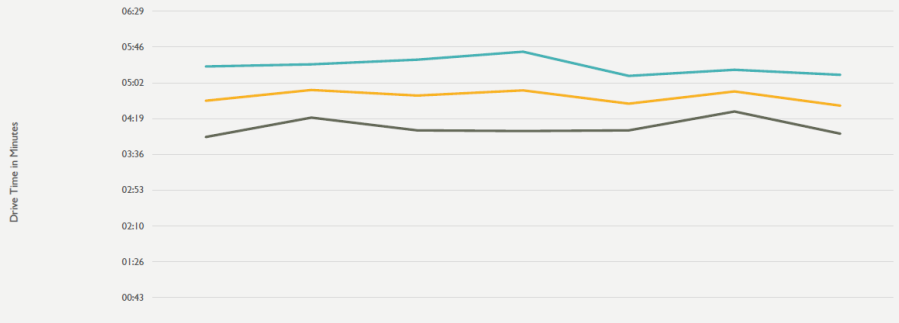


2015 – 2017 AVERAGE DRIVE TIME BY MONTH

All Responses- 9,431 Incidents



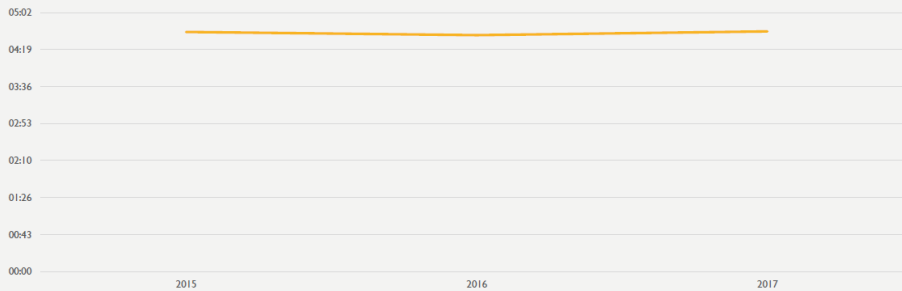
2015 – 2017 AVERAGE DRIVE TIME DAY OF THE WEEK



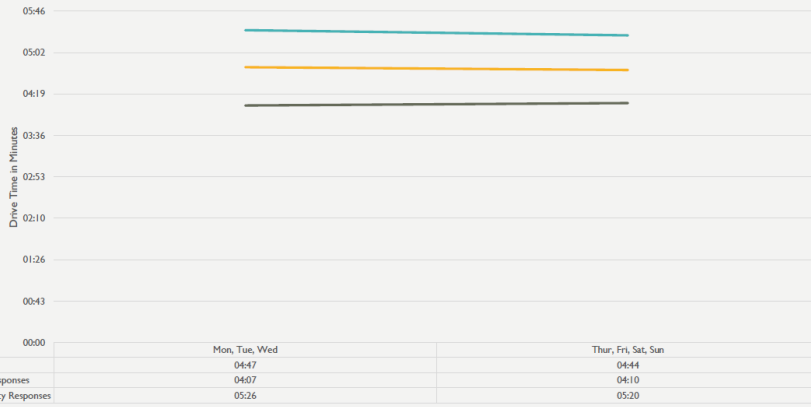
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
All Calls	04:41	04:54	04:47	04:53	04:37	04:52	04:35
Emergency Responses	03:57	04:20	04:05	04:04	04:05	04:28	04:01
Non-Emergency Responses	05:22	05:25	05:30	05:40	05:11	05:18	05:12

2015 – 2017 AVERAGE DRIVE TIME BY YEAR

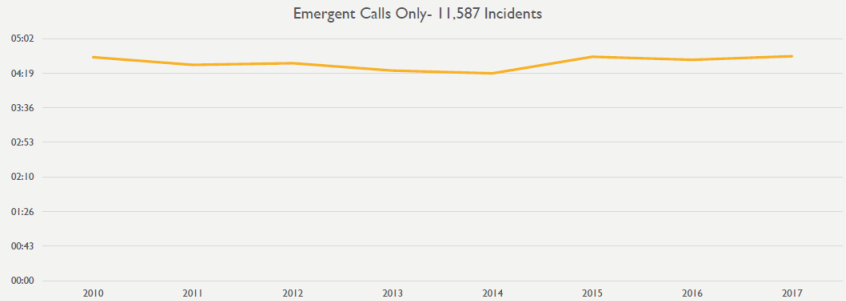
Emergent Calls Only- 4,745 Incidents



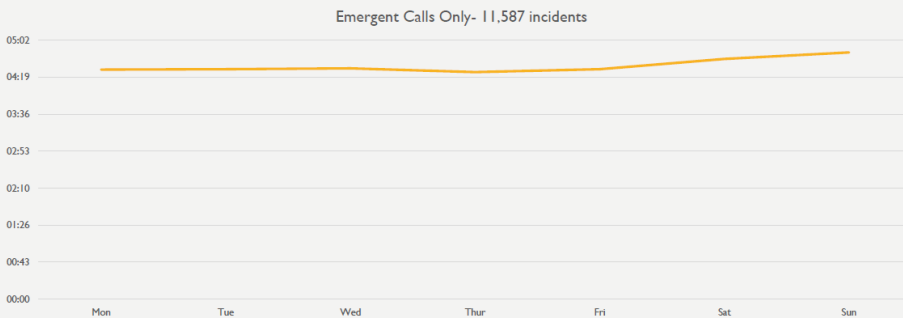
2015 – 2017 AVERAGE DRIVE TIME WEEK DAY VS WEEKEND



2010 – 2017 AVERAGE DRIVE TIME BY YEAR

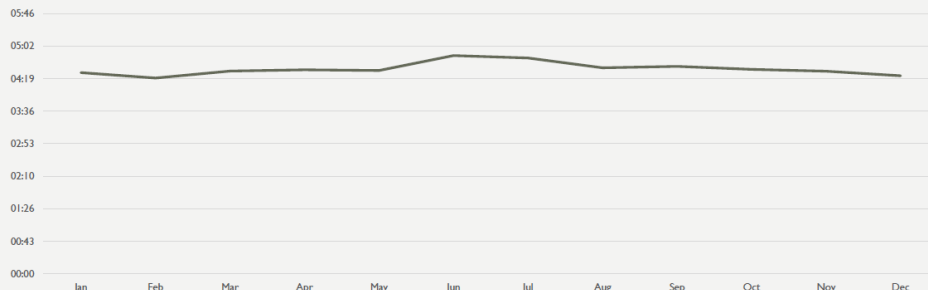


2010 – 2017 AVERAGE DRIVE TIME BY DAY OF THE WEEK



2010 – 2017 AVERAGE DRIVE TIME BY MONTH

Emergent Calls Only- 11,587 Incidents



Chief Kazian thanked Mr. Spring for bringing this discussion because it has given SFD an opportunity to delve into data and create some historical pieces to understand if traffic is impacting SFD and he will let the public decide that after reviewing the data. Many hours of staff time were spent on looking at this issue – probably 50 or 60 hours. He did find some of the data to be counterintuitive to what he would have thought. Certainly, on weekends, SFD has longer response times, although not significantly longer over the years, and he did not have that data before. Chief Kazian reiterated responses are always a priority for us.

This is a multi-faceted issue and if Sedona Fire had the ability to fix it, some of it would already be fixed. As a fire district, we do not have the ability to say, “don’t build any more” – that is not our mission, and actually, many years ago when Highway 179 was being re-designed and reconfigured, SFD tried to steer the discussion away from roundabouts and their potential to slow response times, but ADOT essentially said, “thank you, but that is not part of your deal, please step aside”. We have tried to address traffic issues over the last decade and we will continue to do so. Chief Kazian said he is excited to move forward to more accurate metric and fractile response time reports, which is part of our accreditation process.

Mr. Spring requested and was approved by Acting Chairman Cooperman to ask questions; he said Sedona is a “ghost town” at night on the roads and before noon, there is not much traffic; traffic issues are mostly from about noon to 6:00 or 7:00 PM on the weekends; he asked if SFD looks at response times during those periods – specifically looking at Thursday to Sunday from noon to 7:00 PM; Chief Kazian said, yes, we can, but we would need to know what is our actionable item. Mr. Spring then asked if SFD could do “dry runs” during high traffic times; Chief Kazian said the law does not allow that.

Mr. Koniarsky asked about possibly using the bridge off Verde Valley School Road to benefit the Village of Oak Creek patients; Chief Kazian responded there was a recent fire in VOC and bad traffic, so crews decided to use the bridge to save time; we have an agreement to use the bridge in emergencies, but there are challenges such as an unpaved road, locks on both ends of the bridge, etc. although our crews do use it on certain emergencies; most of our ambulance calls are now sent directly to Verde Valley Medical Center via Beaverhead Flat. Mrs. Cooperman added that SFD was also at the table during discussions about adding a pedestrian crosswalk to Tlaquepaque North and our concerns with traffic safety there; our recommendations were not heard.

3. Presentation/Discussion/Possible Action: Draft SFD Fire Board Handbook.

Mrs. Cooperman commented staff has worked very hard to put this draft Handbook together and it is going to be an amazing asset to current and future Board Members. Ms. Greer commented SFD had never had a Board Handbook before and over the last few years, it occurred to her how it would be beneficial for new Board

Members as a “one stop shop” for information; she pointed out the Handbook is still in draft form, but that she would finish it before her retirement; she asked the Board for any feedback to help make it even better. Mr. Koniarsky said it is a great idea and as a new Board Member, he wished he had it as a resource. Mrs. Cooperman had telephoned Ms. Greer about one change she noted in the draft regarding how the Board Clerk would automatically become the Chair of the PSPRS Local Board, but that has been changed by law; the Board Chair will either serve as the Local Board Chair or appoint another Board Member through Board action. Mr. Ernster asked if the Board would have to formally approve the Handbook; Chief Kazian said he has not yet asked legal about that; Ms. Greer said she is not sure if the Handbook will require formal approval by the Board, but pointed out some sections in the Handbook have been formally approved, such as the Board’s Rules of Procedures and policies; staff will consult legal about whether this requires formal action.

4. Discussion/Possible Action: AT&T Wireless Lease 2nd Amendment – Generator Addition.

Chief Piechura said, currently, on site at Station 4, AT&T provides cellular communications for the community and pays SFD funds for leasing space on our tower, as well as the building; as part of their contingency plan, they want to install a generator which requires a second amendment to our agreement and will include additional revenues for SFD; the document has been approved by legal and our Telecommunications Manager Bob Motz coordinated it with AT&T. Mrs. Cooperman asked if the additional square footage would encroach on land needed for a future new Station 4 building and Chief Piechura responded it would not. *Mrs. Cooperman moved to approve the 2nd Addendum/Amendment to Option and Lease Agreement with AT&T for the land use and installation of generator at Station 4, as presented; Mr. Ernster seconded and the motion unanimously passed.*

5. Financial Report and Updates – Finance Director Gabe Buldra.

a. Discussion/Possible Action: Review and Approval of November 2017 Finance Report.

Before presenting the November Financial report, Mr. Buldra highlighted a few items from the audit perspective and the pension portion; a lot of what we are seeing regarding pension expense is the big jump in liability that came from pension reform and changes in the actuarial assumptions with the recorded adjustment in liability which impacts us from a financial statement standpoint. Our annual ambulance revenue and cost report is due to the State of Arizona by December 31st, which staff is working to complete now that the audit is done. Bank of America asked SFD to close its account as they were closing out all smaller government accounts; the Board authorized the move to Chase Bank, which is running smoothly; the Bank of America officially closed out our account and SFD has monies at the county, as well as 2 non-levy accounts at Chase.

Mr. Buldra began the Finance Report for November; our tax levy revenue was \$1,516,000 and we had projected just over \$2.2 million for the month, which means we were under by \$761,000 – this is due to collection timing. Non-levy revenue was at \$162,002 and we were under budget for the month as the original projection was \$187,000 with the two biggest reasons being we saw a dip in ambulance revenue for the month at about \$50,000, but wildland helped offset that for November. On the expense side, personnel expenses were at \$882,000, primarily due to the PSPRS credits which have now been exhausted and SFD is paying for the expenses. In January, SFD will make the one-time interest payment for PSPRS of \$100,000, which also will mean another small credit for our PSPRS contribution. Other expenses came in under budget for the month of November.

From year to date standpoint, our actual revenue was at \$8.7 million and we budgeted \$7.85 million. He noted we now show our prior year numbers to the Board. Last year, we were at \$7.8 million and budgeted \$7.8 million, and we are ahead from a year-to-date perspective. Total expenses year-to-date are \$5.8 million and budgeted was \$7.2 million. Percentage of budget expended is at 35% year to date – leaving 65% remaining; Mr. Buldra noted, like all fire districts throughout the country, SFD is very intense in personnel at 80% of expenses, followed by operations at 7% and managerial and capital at 6% of expenses. Our fund balance in the month of November had \$7.7 million compared to \$6.5 the prior year; the fund is growing in order to meet current and future needs.

Mr. Koniarsky asked a question about Mr. Buldra’s dealing with the auditors and how they compare to other audit firms. Mr. Buldra replied, in full disclosure, his firm has worked with Mr. Park before; he said Walker & Armstrong does a very good, professional job and deliver a quality audit. He is very happy with their service and feels it is in line with other audit firms. *Mr. Ernster moved to approve the November 2017 Finance Report and Mr. Soto seconded; the motion unanimously passed.*

6. **November 2017 Monthly Fire Chief Report – Chief Kris Kazian.**
 - a. **Incident Counts by Station.**
 - b. **Call Summary and Response Times Year to Date.**
 - c. **Rescue Incidents.**
 - d. **Community Risk Management Update.**
 - e. **SFD Training Report.**
 - f. **Donations to SFD.**
 - g. **Update of Grant Activity.**
 - h. **Update of Recent/Upcoming SFD Activities, Incidents, and Events.**
 - i. **Cottonwood Public Safety Communications Center.**
 - ii. **Station 5 Update – Arizona State Parks.**
 - iii. **New Volunteer Helping Assistant Chief Piechura – Lance Waldrop.**
 - iv. **Toys for Tots Campaign at Grocery Stores on December 16th & St. 1 Collection Box.**
 - v. **Strategic Plan Update in January 2018.**
 - vi. **Retirement Walkout Ceremony for Captain Matt Fleece and Executive Assistant Tricia Greer on January 10, 2018.**
 - vii. **Sedona Red Rock Rotary President Elect (Office July 1, 2018).**
 - viii. **Correspondence/Thank You Letters to SFD.**

Chief Kazian presented the Monthly Fire Chief's Report, as follows:

- Calls year-to-date have exceeded the total number of 2016 calls; he said our whole region is getting busier.
- Response time average for emergency responses is year-to-date at 6:13 and 5:50 for the month of November.
- Year-to-date backcountry rescues are at 103 compared to 67 total in 2016.
- Grants: SFD sent Captain Josh Wells to make a presentation to PulsePoint for a grant and although SFD was not awarded first place, we did receive second place and a \$10,000 scholarship. Staff will meet to see how we can implement that scholarship, although Chief Kazian has some apprehension about funding the balance.
- Under CRM, the new Thai Spices restaurant building is progressing and the Element by Westin also; SFD is working with the City on land development code amendments for the wildland urban interface.
- Fire Marshal Jon Davis noted Community Risk Management (CRM) is down a little bit on inspections as it is getting toward the end of year; he said new Fire Inspector Eric Walter is a quick-study and doing well.
- Training: We held mass casualty shooter drills recently at the Outlet Mall in VOC with lots of great training in conjunction with Yavapai County Sheriff Office and Sedona Police Department through a great collaborative effort, as well as community members posing as victims.
- Battalion Chiefs are keeping up with Blue Card training, which began with an \$87,000 grant a few years ago.
- Engineer Shawn Foster just completed the S520 Wildland Advanced Incident Management class – which is a very elite class with very few people eligible or qualified to get in; Shawn performed at a very high level and Chief Kazian said we are very proud of him and appreciate his skill sets. Mrs. Cooperman commented SFD is blessed to have 2 highly-trained Incident Commanders certified on our staff.
- Firefighter Nick Granada completed his Bachelors in Emergency Management at NAU.

Mr. Soto asked Fire Marshal Jon Davis, who has now been here almost a full year, if he has a handle and grasp of the enormity and quantity of inspections in Sedona. Fire Marshal Davis said there is no shortage of inspections needing to be done and staff is trying to shift the focus more towards assembly occupancies and residential occupancies such as hotels and motels as they are high life safety issues. Mr. Soto asked how Fire Marshal Davis handles situations when there is no compliance to Code. Mr. Davis replied most people want to do good and CRM's job is largely education – many Fire Code violations occur because people do not know what is correct; when we find non-compliance, the response is to try to educate, without letting them “off the hook”; he quoted an old saying he likes: “I'm always willing to learn, but not always ready to be taught.” He said we want to make sure we educate local residents and businesses to keep them safe. Chief Kazian pointed out next month, staff will bring a False Alarm Ordinance to the Board and a compliance Board of Appeals process for fire service issues.

- Nothing new to report on Cottonwood Communications Center.

- Attached to the report is a memo to Arizona State Parks regarding master planning for Slide Rock State Park and SFD co-locating Station 5 there, which is still moving forward. Currently, the State is working with ADOT to approve an entry ingress/egress off SR 89A. Mrs. Cooperman asked when it might be on a Board agenda; Chief Kazian is not sure, as the State wants to get more infrastructure in place. This is still part of long-term planning and discussion.
- Operations has a new volunteer, Lance Waldrop, who is helping Chief Piechura.
- SFD is partnering with the Marine Corp League collecting gifts for Toys for Tots at Station 1 and SFD employees will be at Safeway in West Sedona and IGA in VOC on Saturday from 9 AM to 4 PM to collect toys and donations for this worthy cause.
- Strategic Plan Update: Chiefs Piechura and Kazian spent the day with retired Tempe Fire Chief Cliff Jones, who facilitated the strategic planning sessions two years ago and will be helping us again in January to update the plan. We will need no more than 2 Board Members to participate in sessions on January 23rd and 24th.
- Arizona Fire District Association Conference will be held in Laughlin starting on January 11th.
- Chief Kazian then recognized employees for their 20 years of service including Brian Espiau, Buzz Lechowski, Sean Chartier, and Ralph Kurtz.
- Chief Kazian has been selected to serve as President of Sedona Red Rock Rotary beginning July 1, 2018.
- Walk-out Ceremony for Captain Matt Fleece and Ms. Greer for their retirement is on 1/10/18 at 3:00 PM.

Mr. Koniarsky asked the Chief if SFD had sent any crew members to the California wildfires; he responded we have an engine crew at the Lilac Fire which is likely to be sent to another fire soon, as well as Captain Pat Ojeda acting as a single resource in Carpentaria.

E. Board Member Items:

- 1. Discussion/Possible Action: Accept Board Clerk Corrie Cooperman's Resignation from Governing Board and Consider Filling Vacancy per Arizona Revised Statutes and utilizing SFD Policy #2015-01, "Governing Board Vacancy" and/or other methods; Options of Filling the Board Clerk officer position.**

Mrs. Cooperman submitted her resignation from the Governing Board; she said there was a nice article in the Red Rock News describing her resignation; she takes this action with regret as her full intention was to serve her entire term through November 2018; however, her husband was offered a job in his chosen field in Tucson and they want to be able to spend more time together, as they have been living apart during the week; she will maintain her practice here in Sedona, but only coming up a few days every two weeks here in the future. This would make her a part-time resident of the district and would like this to be effective February 28th to give the Board time to fill the vacancy. She talked with Chief Kazian and Ms. Greer about the vacancy process we used in the past and to set potential dates for deadlines and interviews. Mr. Ernster, Mr. Soto, and Mr. Koniarsky spoke highly about Mrs. Cooperman's contributions to the Board and how her calmness and wisdom will be missed.

Mrs. Cooperman said staff will post a notice in the *Red Rock News* on 12/29/17 and 1/3/18 announcing the Board vacancy and accepting applications; the notice will also be put on the SFD website and sent out to our email list. Deadline for applications will be Wednesday, January 10, 2018 at noon, with an Executive Session scheduled for the January 17, 2018 Board meeting to review applicants and decide who to interview. After a discussion about scheduling, the consensus of the Board was to tentatively schedule special meeting(s) for the interviewing after 3:30 PM on January 29, 30, and/or 31 and to confirm with Ty Montgomery his availability on those dates.

Mr. Ernster moved to accept Mrs. Cooperman's resignation from the Fire Board effective February 28th unless filled sooner; Mr. Soto seconded and the motion was unanimously approved.

- 2. Discussion/Possible Action: Possibility of Scheduling Board Workshop in January or February 2018 (Board Member Dave Soto).**

Mr. Soto would like to schedule a Board Workshop or retreat, possibly in February, to discuss items projected to be on the agenda over the year; this would not be a forum for decisions, but rather, for ideas and goals – and asked if other Board Members agreed. He suggested other speakers for Board discussion at the meeting could be

Finance Director Gabe Buldra, Fire Chief Kris Kazian, and Attorney Bill Whittington for legal requirements of the Board. This would, of course, be a public meeting with Minutes, but no action taken.

Mr. Koniarsky agreed it would be a good idea and useful. Mr. Ernster concurred and said his only question would be is there value in waiting until the new Board Member is seated; Mr. Soto thought so, but would like Mrs. Cooperman to be present because of her wealth of knowledge and historical background; he said the Board could include review of the new Board Member Handbook as an agenda item. Mr. Soto suggested Board action today could be to direct staff via Chief Kazian to assist in putting the Workshop together. Mr. Ernster asked what items would be on the Agenda; Mr. Soto responded it could include budget items in a broad sense, such as priorities, the capital improvement plan, mil rates, the strategic plan; he said legal counsel could give training; and the Handbook could be discussed. He understands the Board is not here to run the department, as that is the Chief's job, but to facilitate and it should be better educated on programs for more informed decisions. Mr. Soto said this would be a one-day event, possibly on a Saturday, if that would be more convenient for Board Members.

Chief Kazian said this is not an uncommon practice and would benefit the Board Members, especially a new Board Member; the Members could suggest agenda items, individually, to Chief Kazian for inclusion and suggested perhaps it be held in the first 2 weeks of February. Consensus of the Board was to move forward in planning this Special Workshop and it may be more beneficial for staff to hold it on a weekday; February 6th was the date tentatively selected and a location to be determined.

III. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Davis noted it is the holiday season, and 55% of structure fires involving decorations occur during December and January – with 36% of those involving lit candles, the next leading cause is improperly used extension cords and electrical lighting; there are indoor and outdoor lights and some approved for both; his message is for everyone to have a great holiday season and not have to face a completely avoidable fire, injury, or death; he suggested rather than using candles, to use LED candles; to use heavy duty-rated extension cords on a temporary basis; and to choose proper lights and ones that are listed by Underwriters Laboratory.

Chief Kazian referred back to the Fire Chief Report, and asked HR Manager Betty Johnson for an update on hiring processes – she said staff is currently pulling credentials on Firefighter candidates and for the Executive Assistant position, we have received 25 applications and about 10 of those have the qualifications desired for additional questioning and to schedule Oral Boards.

IV. ADJOURNMENT

The meeting was adjourned at 7:20 PM.

Original signed by Corrie Cooperman

Corrie Cooperman, Clerk of the Board

:tg