



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, October 19, 2016 / **3:30 PM**

~ **DRAFT** MINUTES ~

I. CALL TO ORDER/ROLL CALL

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

Others Present: Fire Chief Kris Kazian; Fire Marshal Gary Johnson; Finance Manager Gabe Buldra - JVG; Human Resources Manager Betty Johnson; Tricia Greer, Recorder to the Board; Bill Whittington, Attorney; Captain Ralph Kurtz

II. EXECUTIVE SESSION

- A. Vote to go into ARS §38-431.03(A)(3) Legal Advice; ARS 38-431.03(A)(4) Instructions to Attorney; and ARS 38-431.03(A)(7) Consideration of position and instruct Representatives re: Negotiations for Purchase, Sale or Lease of Real Property: Location, Placement, Construction Options, and Acquisition for operational needs.

Mr. Montgomery moved to go into Executive Session pursuant to ARS §38-431.03(A)(3) legal advice, ARS 38-431.03(A)(4) instructions to attorney, and ARS 38-431.03(A)(7) consideration of position and instruct representatives regarding negotiations for purchase, sale, or lease of real property on location, placement, construction options, and acquisition for operational needs. Board Member Abe Koniarsky seconded and the motion unanimously passed.

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

Mr. Montgomery reconvened the Public Session at 5:05 PM.

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 led the Pledge of Allegiance; Division Chief Ed Mezulis asked all to remember the 7 Firefighters and 11 Police Officers who died in the line of duty in our nation since the last Board meeting.

Mr. Montgomery then moved to proceed as directed in Executive Session regarding the agenda item; Board Member Dave Soto seconded and the motion unanimously passed.

- B. Consent Agenda – Discussion/Possible Action:

1. September 21, 2016 Regular Board Meeting Minutes.

Mr. Montgomery moved to approve the Consent Agenda, as presented; Board Clerk Corrie Cooperman seconded, and the motion unanimously passed.

- C. Public Forum:

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

No one requested to speak.

D. Business:

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

a. September 2016 Financial Report.

Finance Manager Gabe Buldra said the transition period for staff is going well and he is learning the intricacies of SFD in comparison to other fire districts. He is reviewing reports in our Tyler financial software, and will begin to look at invoices and deposits to verify back-up data, in addition to transactions in the accounting system. Staff is considering electronic signatures for checks – Board Members would still review all payables, but generate signatures by using PIN numbers instead of physically signing checks. Mr. Buldra reminded the Board the SFD annual financial audit would occur October 31st through November 3rd. He is still working on the ambulance base rate fee up to \$1,540, although the proposed rate may not be approved by Arizona Department of Health Services.

Mr. Buldra then began the September 2016 financial report presentation. SFD collected tax revenue of \$655,546 with a projected amount of just over \$1 Million; he noted he has observed first half taxes coming in slowly across the state; non-tax levy revenue is \$138,479 with projected \$180,000, which is more in line with the budget. Payroll expenses were just over \$1 Million with a budgeted amount of \$974,000, mainly due to the variances of budgeting by dividing the total by 12 months; next year, we will build the budget based on each pay period. Total expenses for the month were at \$1,490,000, which was over budget by \$169,000, predominantly in personnel costs, as September was a three payroll month. Budget year-to-date revenues are at \$1,364,000, which is under budget by \$310,000, with the majority of that reason being timing on the property tax collection. Total expenses year-to-date are \$3.9 Million, which is \$5,700 over budget; however, \$500,000 of that is due to the fire engine purchased in the first part of the fiscal year. Mr. Buldra said when looking at operations in totality, SFD is trending under budget by about \$700,000. We are ahead of last year at this same time in cash position year over year, at \$2.2 Million compared to \$2 Million; most of this is due to wildland billing revenue. Also, ambulance revenue receivables are paying within a 30-day window, whereas last year, it was 3 to 6 months for payment. There were no questions from the Board. *Mrs. Cooperman moved to accept the September 2016 finance report, Mr. Soto seconded, and the motion was unanimously approved.*

2. Monthly Staff Report – Fire Chief Kris Kazian.

a. Incident Counts by Station.

b. Call Summary and Response Times Year to Date.

c. Rescue Incidents.

d. Community Risk Management Update.

e. SFD Training Report.

f. Donations to SFD.

g. Update of Grant Activity.

i. Submission: Assistance to Firefighters Grant, November 2016 – Status.

h. Update of Recent/Upcoming SFD Activities, Incidents, and Events.

i. Cottonwood Public Safety Communications Center.

ii. Wildland Fire Activity.

iii. Smoke Alarm Installation at Sunset Village on 10/15/16 in conjunction with Local 3690 and the American Red Cross.

iv. First Responder Appreciation Day, 9/27/16.

v. Workers Compensation Pool.

vi. Arbinger Training, 10/24/16 and 10/25/16.

i. Correspondence/Thank You Letters to SFD.

Chief Kazian reported the following:

- The average response time in September was down to 5 minutes, 32 seconds. Total calls are trending at about the same amount as last year.
- There was a commercial fire at a local restaurant on September 6th, which was stopped quickly; CRM is working to make sure there is code compliance. There was also a 4:00 AM fire caused by a campfire on

September 29th under the bridge at SR 179 and Schnebly Hill Road; crews quickly extinguished the fire and turned it over to Sedona Police.

- There is only one current outstanding Grant – for HazMat tools.
- Donations – SFD received \$1,300 for the 9/11 Memorial, and we are still “in the black” for the whole project. Mr. Montgomery asked if we would continue to accept donations for the Memorial. Chief Kazian said we are not advertising for those, and if we were to get anymore, the funds would go into the general fund.
- CRM continues to have a heavy workload. We provided final inspections at the new CVS and Courtyard Marriott and the Villas at Piedras, Phase 3. The new Inspector is still learning and doing well.
- Training – the monthly report indicates EEOC training by HR Manager Johnson, as well as training for our new firefighters. We also had a very useful training in conjunction with the Sedona Airport Authority; the authority is instituting a new identification badge system to make the airport more secure. SFD sent 6 personnel to the Arizona State Fire School and Chief Kazian taught one of the classes.
- An AFG Grant will be submitted in November, and it is being brought to the Board’s attention per policy for grants requiring over \$20,000 matching funds. This will be for mobile radios, leadership training, and Type 3 engine replacement in high priority; last year, SFD wrote a \$500,000 regional grant submitted in the moderate priority range, so this year, we are requesting funding for high priority items. Dollar amounts will be established and some will be over the \$20,000 threshold. We do not budget for potential dollars without a guarantee, and if the grant is received, we would use contingency money for those matching funds. The grant deadline is before our next Board meeting.
- Cottonwood Public Safety Communications Center – Assistant Chief Jeff Piechura (who could not be at this meeting due to family issues) is working to get the call data; as the Center is working on ISO reports for other agencies, it has not gotten to SFD’s data yet. Chief Piechura can do a lot of the legwork for getting FireStats on-line in November, but Chief Kazian asked if staff could use the FireStats data in the January report. Mrs. Cooperman asked if December was a possibility; Chief Kazian said staff would strive for December, but pointed out FireStats is a good training opportunity for us. He said he would be appreciative to have time to get in all the data and generate a good report for the Board. Mr. Montgomery said staff could aim for December, but if the report was later, that would be acceptable.
- Wildland Fires – SFD has one person on the Little Valley Fire in Nevada. SFD has billed \$340,000 since July, with only \$42,000 outstanding which is expected any day.
- Smoke alarm installation project was carried out on October 15th in partnership with SFD, Local 3690, Sedona Verde Valley Firefighter Charities, and Red Cross, at Sunset Village; 41 residences were visited where volunteers installed 65 smoke alarms and 25 batteries, making the homes safer. Staff would like to branch out the program to other areas, as it is a very worthwhile endeavor.
- First Responder Appreciation Day – HR Manager Betty Johnson said last year, the Arizona Governor decreed September 27, 2015, as the First Responders’ Appreciation Day; this year, SFD recognized the Firefighters during the whole week; Chiefs Kazian and Piechura and Mrs. Johnson toured stations to thank all shift crew members for their hard work and dedication to community with ice cream treats and the opportunity to air questions or concerns; the new Uniform policy, Arbinger training, and staffing were discussed.
- Workers Compensation Pool – HR Manager Betty Johnson said last week, she and Chief Kazian attended a meeting with Ashton Tiffany (AT), Risk Management, and 3 other fire districts to discuss next steps in the Pool formation process. She said a month ago, AT reached out to more than 10 districts to obtain payroll, census, premium, and claims information; not all those contacted have submitted information. Chief Kazian has worked with AT and Safety National, the potential underwriter in this process, to develop a formal application for districts to submit to be considered for the pool. The goal is to gain commitment from at least 10 districts by January’s Fire Chief Association conference to use that to sell the concept to the remaining Arizona fire districts; proposed start would be July 1, 2017.
- Arbinger Leadership training will be held for staff and Board Members on October 24th and 25th at Station 1, from 8:00 AM to 5:00 PM.

E. Items from Staff:

1. Presentation: SFD 9/11 Memorial Dedication video.

Chief Kazian stated this would be the first public viewing of this video of the SFD 9/11 Memorial dedication ceremony; it was paid for through donation funding. He announced that tomorrow, the video would be available for viewing on the SFD website, www.sedonafire.org. The video was then presented. The Board commented it was beautifully made and very moving. Mrs. Cooperman commented a highway sign was recently put up at the intersection of S.R. 179 and Meadowlark Lane announcing the Memorial location; Chief Kazian said the sign was bought through donations and in partnership with the City of Sedona.

2. Discussion/Possible Action: 2017 Fire Board Meeting Calendar.

SFD staff reviewed 2017 Board meeting dates for conflicts. Executive Assistant Tricia Greer noted the AFDA/AFCA conference will be held the week of July 11th. Mrs. Cooperman requested the December date be moved from the third Wednesday (12/20/17) to December 13th. *Mr. Montgomery moved to adopt the 2017 Board meeting schedule, as changed; Mr. Soto seconded and it was unanimously approved.*

F. Items from Board Members:

1. Update: Shared Services Committee – Dave Soto.

Mr. Soto said he had nothing to report from committee meetings, but asked if Chief Kazian had any information from Chiefs' meetings; Chief Kazian responded he had a meeting this week to talk about Community Risk Management (CRM) in partnership with Copper Canyon Fire District and how to structure the cost, parts, and pieces; he said the goal is to have another committee meeting with the two agencies in the next few weeks to hash out lingering questions and then, bring the concept to the larger Shared Services committee. Mr. Buldra will work on a cost analysis for salaries with HR Manager Betty Johnson, as well as current SFD Fire Marshal Gary Johnson working with the Copper Canyon Fire Marshal. Chief Kazian believes it is the right thing to do, but needs to happen at the right pace; if this concept does not work out, SFD will have a shortcoming in CRM that will need to be addressed, which is to increase staffing. He said fire prevention is an important part of our services and tends to be the last consideration for funding, when it should be first. He thanked Fire Marshal Johnson for his hard work and perseverance.

IV. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Johnson noted that Halloween is coming soon, and as usual, our community will hold its celebration in Uptown; this year, we are continuing the theme of "Be Safe, Be Seen" and our firefighter crews will be handing out glow sticks. Sedona Police will be present to slow down traffic. Board Members are welcome to stop by and hand out glow sticks with our Firefighters. He urged all to be safe and pay attention when driving on Halloween, as Sedona is dark at night.

V. ADJOURNMENT

The meeting adjourned at 5:41 PM.

Corrie Cooperman

Corrie Cooperman, Clerk of the Board

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