

**Minutes of a Regular Meeting of the Board of Directors of the Verde Valley Fire District  
Meeting Held September 27, 2016**

A Regular meeting of the Verde Valley Fire District Board of Directors was held on September 27, 2016 at 10:00 a.m. at the Verde Valley Fire District Station #31, 2700 E. Godard Road, Cottonwood, Arizona.

Board of Directors:

Ken Bishop, Chairman  
Don Eberle, Clerk  
Linda Quam  
Robert Eddingfield  
Thomas Rhodes

Staff Present:

Nazih Hazime, Fire Chief  
Joe Moore, Deputy Chief/Fire Marshal  
Matt Robertson, Captain  
Shaun McCallum, Captain  
Joyce Driscoll, Administrative Assistant

Others Present: Gary Svider.

**CALL TO ORDER** - The meeting was called to order at 10:00 a.m. by Chairman Bishop.

**ROLL CALL** – All members were present. A quorum was present.

**PLEDGE OF ALLEGIANCE TO THE FLAG** – Those present stood and recited the pledge of allegiance to the American flag.

**MOMENT OF SILENCE** – A moment of silence was taken for 15 firefighters who lost their lives in the line of duty in the last month.

**ORDER OF THE AGENDA** – No changes to the order of the agenda were made.

**MINUTES – Discussion and consideration of the minutes of the meeting scheduled August 23, 2016.** Board Member Eddingfield moved to approve the minutes of the August 23, 2016 meeting. Board Clerk Eberle seconded. The motion passed unanimously.

**CALL TO THE PUBLIC** – None

**FINANCIAL REPORTS – Discussion and consideration of the financial report for the previous month (including ambulance billing).** Chief Hazime stated that as of the end of August the District was 17% into its fiscal year and the total combined expenditures was 10%. He reported that ambulance revenue for the month was \$66,520. Board Member Quam inquired about Fire Board Travel Expenditures. Chief Hazime reported that the cost was for four board members to attend the AFDA conference and included food, fuel and hotel stays.

Board Member Eddingfield made a motion to approve the financial reports. Board Member Quam seconded. The motion passed unanimously.

**CHAIRPERSON'S REPORT – A report from the Chairperson on his activities for the District over the past month.** Chairman Bishop reported that he attended a presentation at the Elks Lodge at which Verde Valley Fire District Engineer Danny Hinds was recognized.

Chairman Bishop further reported that he spoke to two of the former Clarkdale Fire District Board Members and current Advisory Committee Members and they stated they were very pleased with the consolidation of Clarkdale Fire District into Verde Valley Fire District.

**BOARD MEMBER REPORTS – Reports from the members of the Board on their activities for the District over the past month.** Board Clerk Eberle noted that the City of Cottonwood is planning to annex some property in Verde Village Unit 8. He stated that the reason given for doing this annexation is to move the jurisdictional boundary line to coincide with the property boundaries (currently the jurisdiction line between Yavapai County and the City of Cottonwood goes through these properties).

Board Member Eberle stated that in 1998 when the City of Cottonwood wanted to annex the Verde Village area, it was not successful, so they strip-annexed along Highway 260. He added, that at that time, the City strategized that if they could 'chip away' at annexing Verde Village Unit 8 they could move towards annexing more of Verde Village. Board Member Eberle stated that Yavapai County is said to have initiated this proposed annexation, however they did not notify Chief Hazime of this as a professional courtesy. He stated that the District will lose the tax base for these properties if they are annexed, however because of the Automatic Aid Agreements between the Verde Valley agencies, Verde Valley Fire District will still respond to the properties. He stated that he does not feel that the total picture has been presented to the property owners. He stated that he believes they are told they will have a lower water bill and no city property taxes if they annex, however it is not being disclosed that annexing out of the Verde Valley Fire District boundaries will result in them paying more for ambulance service.

It was noted that Chief Hazime is meeting with the Yavapai County Assessor and that for an annexation to occur the property owners must agree. It was suggested that this be placed on a future agenda for discussion.

**CHIEF'S REPORT – A report from the Fire Chief on current events and his activities for the past month, including, but not limited to: Public relations, meetings and events attended, incident call volume, specific calls/incidents, the Community Integrated Paramedicine (CIP) program, and a Clarkdale advisory board update.**

Chief Hazime reported that the loss of the parcels referenced under Board Members Reports would reduce the District's tax revenue by approximately \$2,600 per year. He stated that when property is straddling a boarder, as in this case, the city has the legal right to annex the property. He stated that the minutes of the City of Cottonwood meeting indicate that the annexation was initiated by Yavapai County. It was noted that there could also a Certificate of Necessity (CON) issue. Verde Valley Ambulance Company currently has the CON for that area.

Chief Hazime also reported on the following:

- He is looking into doing some wildland fuels mitigation.
- The District has been awarded a grant of approximately \$7,000 for the child car seat program.

- The District, through the former Clarkdale Fire District, was awarded funds to purchase Self Contained Breathing Apparatus (SCBA), however they were not awarded the entire amount requested.
- Training is being planned on the Verde River in Clarkdale for personnel to identify access points along the river.
- Training is also being planned on the Verde Canyon Railroad in order to test communications along their route.
- He attended a gas-pipeline training.
- He presented information regarding annexation to Century 21 employees and responded to questions on various topics.
- The Fire Chiefs in the Verde Valley are looking into what needs to be put in place in policy should Proposition 205, legalizing marijuana, pass.
- Governor Ducey proclaimed September 27, 2016, as First Responder Appreciation Day.
- The district has responded to 338 more calls year-to-date as compared to last year at this time.
- The status of billing for wildland firefighting deployments.

**SHARED SERVICES COMMITTEE – Report and possible discussion regarding the Greater Verde Valley Emergency Services Sub-Committee meeting held September 8, 2016, which included the following agenda items: A proposed shared community risk reduction division, a proposed shared reserve firefighter pool between Verde Valley Fire District and Copper Canyon Fire and Medical Authority and the Community Integrated Paramedicine (CIP) program.**

Chief Hazime stated that the Committee discussed an idea being considered by Sedona Fire District and Copper Canyon Fire and Medical Authority to have a shared Community Risk Reduction Division. He stated that he would like to see what they develop, but currently feels the Verde Valley Fire District is able to address its needs on its own. He reported that there is still a regional Fire Investigation Task Force in place that the District does utilize. Chief Hazime stated that the Community Integrated Paramedicine (CIP) program is moving forward with going to a ‘treat and refer’ program in which compensation can be received from insurance (Arizona Health Care Cost Containment system) billing. He stated that he would like to see this program allow agencies to be able to provide additional support to people in need, and to ‘break even’ on the cost. He reported that the Committee also discussed the proposed intergovernmental agreement between the District and Copper Canyon Fire and Medical Authority regarding sharing a reserve firefighter pool, which is the next item on the agenda for the Board’s consideration.

**AGREEMENT – Discussion and possible adoption of a resolution approving an intergovernmental agreement with Copper Canyon Fire and Medical Authority for a shared pool of reserve firefighters.** Chief Hazime reported that the idea of creating this agreement came about because Copper Canyon Fire and Medical Authority showed an interest in partnering with Verde Valley Fire District to do this. Chief Hazime stated that they basically did an internal feasibility study and felt that it was advantageous. He stated that the program would involve 25 reserve firefighters staffing 5 stations. He noted that the personnel would receive cross-training, and that Verde Valley Fire District staff was involved in the selection process of the reserve firefighters recently hired by Copper Canyon Fire and Medical Authority. He noted that the proposed agreement was written and reviewed by each agency’s Fire Chief, staff and attorney. Chief Hazime stated that a cost estimate indicates this program would result in savings to the District. He explained the scheduling process. He stated that each agency is responsible for the pay and workers’ compensation insurance while a reserve pool employee is working at that agency. Chief Hazime added that he

checked with the District's insurance broker who stated that there will be no additional cost to add more reserve firefighters.

Board Member Eddingfield asked if the other agency also projects a cost savings. Chief Hazime stated that they do, and they have agreed to bring the training requirements for their reserve firefighters up to Verde Valley Fire District's training level. He noted that the agreement contains a termination clause. Board Member Quam moved to adopt Resolution #2016-10 to enter into an Intergovernmental Agreement with Copper Canyon Fire and Medical Authority to share a common roster (pool) of Reserve (part-time) Firefighter personnel. Board Clerk Eberle seconded. Board Member Rhodes inquired about possibly saving money by sharing a liability insurance policy. Chief Hazime responded that there is some cost savings with shared Accident and Disability Insurance, but he does not believe any savings can be realized with the liability insurance; however he would look into it. The motion passed unanimously.

**EMPLOYEE RECOGNITION – Recognition of employees for years of service with the fire district: Fire Chief Nazih Hazime, 5 years of service.** Chairman Bishop recognized Fire Chief Nazih Hazime for five years of service with the Verde Valley Fire District and presented him with a pin.

**CANCELLATION OF ELECTION/APPOINTMENT – Discussion and consideration of a resolution acknowledging the cancellation of the November 8, 2016 election and the appointment of candidates to the Board.** It was noted that because there were only three candidates to fill three open positions on the Board, Yavapai County cancelled the election and deemed the three candidates as appointed to the Board effective December 1, 2016. Board Clerk Eberle made a motion to adopt Resolution 2016-11 acknowledging the cancellation of the November 8, 2016 election and the appointment of candidates Ken Bishop, Robert Eddingfield and Thomas Rhodes to the Board. Board Member Quam seconded. The motion passed unanimously.

**BY-LAWS – Discussion and consideration of a resolution adopting new By-Laws for the Verde Valley Fire District Board of Directors.** Chief Hazime stated that this is to adopt the changes the Board reviewed at its August meeting. Board Member Quam made a motion to adopt Resolution #2016-12 adopting By-Laws for the Verde Valley Fire District. Board Clerk Eberle seconded. Discussion followed as to the number of locations at which the District is required to post meeting agendas. The motion was passed unanimously.

**CPA SERVICES – Discussion and possible approval of an Engagement Letter to retain Angela D. Bertram, CPA to complete quarterly financial reviews for fiscal year 2016-2017.** Chief Hazime stated that the District has been using Angela D. Bertram, CPA and has been satisfied with her service. He noted that she is not proposing a fee increase and the engagement letter explains her services.

Board Member Eddingfield made a motion to approve the Engagement Letter to retain Angela D. Bertram, CPA to perform quarterly financial reviews for fiscal year 2016-17. Board Clerk Eberle seconded. The motion passed unanimously.

**CLARKDALE FIRE STATION ENGINEERING SERVICES – Discussion and consideration of a proposed Request for Qualifications to secure civil engineering for a new fire station in Clarkdale.** Chief Hazime reported that one bank has approved the District for a 10-year loan for 2.4

million dollars at a 2.349% interest rate. The total paid at the end of ten years, with interest, would be \$2,720,998.23. Chief Hazime stated that he is waiting to hear back from another bank.

Deputy Chief Moore stated that he would like some feedback on some of the terms of the Request for Qualifications (RFQ). The consensus of the Board was to narrow the final selection down to three firms. Chief Moore inquired about the Board's desire regarding the physical location of the firm's office. Discussion followed about past projects and the location of the firm. The consensus of the Board was to give points for the firm being located in Arizona. Next, the Board discussed the timeframe for completion of the project. The consensus of the Board was to make the estimated start and finish dates a part of the criteria for ranking the applicants. The Board discussed "Understanding the project and approach to performing the required services" as one of the criteria for ranking the applicants. Chief Moore shared proposed wording for ranking criteria having to do with experience and qualifications of the engineering firm. There were no suggestions or changes to this section.

The Board revisited the criteria regarding the principal office location. The consensus was to eliminate this section from the ranking criteria and to re-allocate the points to the section on current workload/start and end dates.

Deputy Chief Moore stated that he and Administrative Manager Elliott will meet to complete the entire RFQ. It was suggested that Chief Hazime notify the Board when the draft RFQ is complete, so in the interest of time, the Board can choose to hold a special meeting to review it, rather than waiting for their next regular meeting.

**FIRE CODE – Discussion and direction to staff regarding proposed amendments to the 2012 International Fire Code.** Deputy Chief Moore referenced proposed amendments. It was clarified that the amendments would require a sprinkler system be installed when an addition to a commercial building increases the building size to over 5,000 square feet, without the amendment it would be 12,000 square feet. He explained that the 5,000 square foot threshold is the prevailing standard for rural communities. Discussion followed regarding businesses being located in close proximity of each other. Board Clerk Eberle inquired about how the proposed amendments may impact a specific property. It was noted that the property in question pre-dates the adoption of this code, so new requirements would not be imposed.

Board Clerk Eberle inquired about a proposed change to fire-flow requirements for residential buildings. Discussion followed regarding minimum required fire flows in special circumstances and what the State Fire Marshal is requiring. Deputy Chief Moore will be inquiring as to whether or not the District's ability to provide water tenders applies toward this requirement, which could eliminate the need for new single-family homes to provide their own fire flow via a 4500 gallon onsite tank.

Chief Moore noted that he is hosting a Fire Marshal Association meeting in a week and one of the topics to be discussed at that meeting will be minimum fire flows being required by the State Fire Marshal.

Board Clerk Eberle inquired about abandoned properties. Deputy Chief Moore stated that the proposed fire code amendments allow the abandoned properties to be abated in accordance with state law. It was noted that fire districts cannot clean-up a property and place liens on it to recoup the costs.

Chief Moore noted that the proposed amendments prohibit sky lanterns, as this is a fire concern.

The consensus of the Board was to move forward with the adoption of the 2012 International Fire Code with the proposed amendments as presented by Deputy Chief Moore.

**MEETING DATE CHANGE – Discussion and consideration of changing the December regular meeting date.** Board Chairman Bishop stated that he is proposing moving the December regular Board meeting up a week due to Christmas.

Board Member Eddingfield made a motion to move the meeting date to December 20, Board Member Rhodes seconded. The motion passed unanimously.

**PERFORMANCE EVALUATION OF THE FIRE CHIEF – Discussion and consideration of the performance of the fire chief** *(The Board is expected to move into Executive Session on this item pursuant to A.R.S. §38-430.03. A. 1. Which authorizes executive sessions for the discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body. The Executive Session is not open to the public).*

The Board took a five-minute break and adjourned into Executive Session at 11:47 a.m. The Board reconvened the regular meeting at 12:47 p.m.

**FUTURE AGENDA ITEMS – A listing of items to be placed on a future agenda.**

- City of Cottonwood annexation of Verde Valley Fire District’s parcels

**ADJOURNMENT.** With no further business before the Board, the meeting adjourned at 12:50 p.m.

Submitted By:

Approved:

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Joyce Driscoll, Administrative Assistant

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Ken Bishop, Chairman

Attest:

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Don Eberle, Board Clerk