

NOTICE OF MEETING

The Central Yavapai Fire District Board of Directors will meet on Monday, February 14, 2011 at 2:00 p.m. The meeting will be held at the Fire District Fire Training Center, 9601 E. Valley Road, Prescott Valley, Arizona. The Board may vote to go into Executive Session on any agenda item, pursuant to A.R.S. §38-431.03(A)(3) for discussion and consultation for legal advice with the District's Attorney on matters as set forth in the agenda item. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS
2. PLEDGE OF ALLEGIANCE
3. CALL TO THE PUBLIC
Consideration and discussion of comments and complaints from the public. Those wishing to address the Central Yavapai Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public due to restrictions of the Open Meeting Law; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or that the matter be placed on a future agenda.
4. PRESENTATIONS
 - A. Swear in New Reserve Firefighters
 - B. Calendar Year 2010 Alarm Summary
5. CONSENT AGENDA
All matters listed under Consent Agenda are considered to be routine by the Central Yavapai Fire District Board and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately (FOR DISCUSSION AND POSSIBLE ACTION)
 - A. Approval of Minutes: January 10, 2011 Regular Session; January 10, 2011 Executive Session – Legal Advice Re: Fire Chief Selection; January 10, 2011 Executive Session – Legal Advice Re: Training Center Drainage; January 20, 2011 Special Session; January 20, 2011 Executive Session – Interview Fire Chief Candidates; January 27, 2011 Special Session; January 27, 2011 Executive Session – Interview Fire Chief Candidates
6. VOTE TO GO INTO EXECUTIVE SESSION
 - A. Personnel Matters Pursuant to A.R.S. §38-431.03(A)(1) Re: Interview Fire Board Applicants
7. NEW BUSINESS
 - A. Appoint and Swear in New Board Member
8. REPORTS AND CORRESPONDENCE
 - A. General Fund Financial Statements
 - B. Bond Update
 1. Financial Statements
 2. Training Center Development
 3. Bond Update - Station 58 Progress Report; Discussion and Possible Approval of CYFD / Haley Construction Company AIA Document A133 Contract
 - C. Letters from Citizens
 - D. Monthly Division Reports-Report from the Fire Chief and staff in regards to current activities of the Fire District and the status and progress relating thereto
9. NEW BUSINESS CONTINUED
 - B. Appoint and Swear in PSPRS and Volunteer Pension Board Chair
 - C. Approve Accreditation Agreement
 - D. Discussion and Possible Approval of Meet and Confer Agreement Between Central Yavapai Fire District and the United Yavapai Firefighters Local 3066
 - E. Fiscal Year 2011-2012 Budget Goals and Guidelines
10. VOTE TO GO INTO EXECUTIVE SESSION
 - A. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Instruction to District Legal Counsel Pursuant to A.R.S. §38-431.03(A)(4) Re: Training Center Drainage
 - B. Personnel Matters Pursuant to A.R.S. §38-431.03(A)(1) Re: Fire Chief Selection
11. OLD BUSINESS
 - A. Training Center Drainage
12. NEW BUSINESS CONTINUED
 - F. Fire Chief Selection
13. ADJOURNMENT

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If any disabled person needs any type of accommodation, please notify  
Central Yavapai Fire District at (928)772-7711 prior to the scheduled meeting time.



TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: CALL TO THE PUBLIC

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*The Chairman shall announce this portion of the CYFD Board meeting as a Call to the Public. This portion of the meeting is for consideration and discussion of comments or complaints from the public. The Chairman shall ask those wishing to address the Board to raise their hand so they may be recognized. They must state their name and address for the record. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public; however, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct the staff to review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on issues raised during the Call to the Public due to restrictions of the Open Meeting Law.*

*If warranted, issues raised may be placed on the agenda of a future meeting.*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: SWEAR IN NEW RESERVE FIREFIGHTERS

*The following firefighters have graduated from the 2010 Reserve Firefighter Academy and need to be sworn in:*

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|-----------------------|-------------------------|
| <i>Jubal Brosseau</i> | <i>Kellan Eckle</i>     |
| <i>Ryan Ferris</i>    | <i>Jacob Hanna</i>      |
| <i>Jaron Kirk</i>     | <i>Josh Mazon</i>       |
| <i>Matt McFadden</i>  | <i>Marc Mazzella</i>    |
| <i>Payton Parra</i>   | <i>Justin Postula</i>   |
| <i>Dillon Russell</i> | <i>Craig Schmitt</i>    |
| <i>Wes Sheldon</i>    | <i>Steven Warburton</i> |

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Loyalty Oath

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic; and I pledge to uphold the mission and policies of the department, and will faithfully and impartially discharge the duties of the position of Reserve Firefighter of the Central Yavapai Fire District, according to the best of my ability, so help me God (or, so I do affirm).

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*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: February 9, 2011

SUBJECT: CALENDAR YEAR 2010 ALARM SUMMARY

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*Records Management Specialist Jaeger will be presenting the alarm summary for Calendar Year 2010 at the Board meeting.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: CONSENT AGENDA  
APPROVAL OF MINUTES

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*All matters listed under Consent Agenda are considered to be routine by the Central Yavapai Fire District Board and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately (FOR DISCUSSION AND POSSIBLE ACTION)*

*Minutes are attached from the following meetings for your review and approval:*

*January 10, 2011 Regular Session  
January 10, 2011 Executive Session – Legal Advice Re: Fire Chief Selection  
January 10, 2011 Executive Session – Legal Advice Re: Training Center  
Drainage  
January 20, 2011 Special Session  
January 20, 2011 Executive Session – Interview Fire Chief Candidates  
January 27, 2011 Special Session  
January 27, 2011 Executive Session – Interview Fire Chief Candidates*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: February 9, 2011

SUBJECT: VOTE TO GO INTO EXECUTIVE SESSION  
PERSONNEL MATTERS PURSUANT TO A.R.S. §38-431.03(A)(1)  
RE: INTERVIEW FIRE BOARD APPLICANTS

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*The applications we have received for the Fire Board vacancy are attached for your review. Each applicant was mailed a letter notifying them of the interview date and time. They were also given the option of conducting their interview in executive or public session.*

*The Board will need to vote to go into executive session, and then can begin interviewing the candidates. If the Board chooses to appoint a candidate for the open position, they will need to do that in public session, under New Business.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: APPOINT AND SWEAR IN NEW BOARD MEMBER

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*At this time, the Board may choose to appoint a candidate to the open Board member position. This can be accomplished with a simple motion or the Board may choose to utilize a voting or ballot-type procedure.*

*Below is the wording for the loyalty oath so that the new Board member may be sworn in and seated on the Board.*

*If you have any questions or comments, please call me or Assistant Chief of Administration Dalton at 772-7711.*

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*Board of Directors*

*Loyalty Oath*

*I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic; and I pledge to uphold the mission and policies of the department, and will faithfully and impartially discharge the duties of the position of Board Member of the Central Yavapai Fire District, according to the best of my ability, so help me God (or, so I do affirm).*

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TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: February 9, 2011

SUBJECT: GENERAL FUND FINANCIAL STATEMENTS

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*The January general fund direct deposit reports, payroll and accounts payable check registers, and income statement are attached for your review and approval.*

*If you have any questions, please call me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: February 9, 2011

SUBJECT: BOND UPDATE - FINANCIAL STATEMENTS

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*The January accounts payable check registers, income statements, and graphs are attached for your review and approval.*

*If you have any questions, please contact me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: February 9, 2011

SUBJECT: BOND UPDATE - TRAINING CENTER DEVELOPMENT

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*The Communication Building and Restroom/Storage Room construction is going well. We are in the process of completing curbing, framing, roofing, and HVAC installation. We anticipate starting on electrical, drywall, and paving next week. The project will be substantially complete within the next six weeks. Prior to issuing the bid documents, we had requested that several of the items, such as shelving, rack storage, hose reels, office furnishing, tables, etc., be owner-provided so that we could save some additional money. We are in the process of purchasing these items so we will have them upon completion of the construction project. We have had a total of \$23,761 in credit changes to-date. These savings are a result of the following project modifications: deleting the colored concrete in a portion of the maintenance bay area, moving a 4" water line, deleting a 4" BFP, modifying our metal roof panels from 16" to 18", deleting the ½" dens glass below the metal roof, and modifying the main electrical feeders. We have asked for some modifications to the plans which have cost approximately \$13,077. These additions include: extending the water line, adding 60lf of sewer line, adding a north site pull box to link the communications building and CPAT building, a coiling door change, changing the millwork to hardwood trim, and adding a gate at the SES. Overall, we have been able to move an additional \$18,307 to the contingency allowance, and it appears that we may have as much as \$36,507 remaining in our various allowance areas. We are in the process of building a wish list of items that were not included in the initial contract, such as extending gas lines and installing boxed-in stub outs for future propane props, additional parking spaces on the east side of the site, and rock for the unfinished dirt area where the construction trailer is currently located. As we near completion of the project we will look at the funds remaining and see if we can move forward with some of these additional items.*

*Captain Kelahan has continued to work with LEA Architects and Danson Construction on the design of the drafting pit and associated looped hydrant system. We have finalized the design this week and have given Darco the approval to proceed with shop drawings for the fiberglass tank. In December the Board approved the change order for the drafting pit in the amount of \$164,670. We believe that the final cost will be approximately \$150,000. I have attached the drafting tank and site drawings for your review.*

*Lastly, we will be publishing our RFQ for a Construction Manager on February 14, 2011, and can continue moving forward on Phase III of the training center development. If you have any questions, please contact me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Assistant Chief of Administration Dalton  
DATE: February 9, 2011

SUBJECT: BOND UPDATE - STATION 58 PROGRESS REPORT;  
DISCUSSION AND POSSIBLE APPROVAL OF CYFD / HALEY  
CONSTRUCTION COMPANY AIA DOCUMENT A133  
CONTRACT

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*We are currently working through floor planning issues and developing conceptual floor plans, building elevations and the site plan for Station 58. The lot is small, so this has added several challenges. Haley Construction Company has provided us a draft of the AIA Document A133 which is a standard form of agreement between an owner and construction manager serving as the contractor. The contract has been modified with the basis of payment being a cost of work plus a previously agreed upon fee, and having an overall guaranteed maximum price. Bill Whittington is in the process of reviewing the contract. I have attached the draft contract for your review. We will need to add our standard supplemental amendments to this contract, plus any additional changes we have from Bill Whittington. If we have these modifications prior to the Fire Board meeting, I will forward them to you.*

*Architect Michael Taylor will be attending the Fire Board meeting and has planned on providing the Fire Board with additional updated information.*

*If you have any questions, please contact me or Chief Parrish at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: LETTERS FROM CITIZENS

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*Attached are letters received since the last regular meeting.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: APPOINTMENT AND SWEAR IN NEW PSPRS AND  
VOLUNTEER PENSION BOARD CHAIR

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*According to Arizona Revised Statutes §38-847(A)(1), each local pension board shall be constituted as follows:*

*For political subdivisions or Indian tribes, the mayor or chief elected official or a designee of the mayor or chief elected official approved by the respective governing body as chairman, two members elected by secret ballot by members employed by the appropriate employer and two citizens, one of whom shall be the head of the merit system, or the head's designee from among the other members of the merit system, if it exists for the group of members, appointed by the mayor or chief elected official and with the approval of the governing body of the city or the governing body of the employer. The appointed two citizens shall serve on both local boards in a city or Indian tribes where both fire and police department employees are members.*

*The CYFD Board Policy Board Appointments Policy Number 3.6 is also attached for your reference.*

*This item has been placed on the Board agenda so that Fire Board Chairman can decide to fulfill this duty or designate a CYFD Board Member to serve on these two pension boards.*

*The loyalty oath is also included so the new Chair may be sworn in.*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: APPROVE ACCREDITATION AGREEMENT

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*Attached is a Letter of Agreement for Accreditation between Central Yavapai Fire District and Center for Public Safety Excellence.*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF MEET AND  
CONFER AGREEMENT BETWEEN THE UNITED YAVAPAI  
FIREFIGHTERS LOCAL 3066 AND CENTRAL YAVAPAI FIRE  
DISTRICT

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*Staff and the CYFD Chapter of IAFF #3066 have been working jointly during the past several months to prepare a Letter of Agreement (Meet and Confer Policy) document. Many of the items mentioned within the document are currently being performed in some manner, either through current policy or practices.*

*Attorney Whittington is in the process of reviewing the Letter of Agreement and Resolution. These documents will be available at the Board meeting.*

*If you have any questions, please call me or Assistant Chief Dalton at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: FISCAL YEAR 2011-2012 BUDGET GOALS AND GUIDELINES

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*We have begun the process of developing the Fiscal Year 2011-2012 budget. The past two years have been heavily shaped by the worst economic downturn since the Great Depression, and Arizona has experienced one of the hardest hit, particularly in the area of construction and property values. Developing a balanced budget in an environment of ever increasing costs (health insurance, fuel, medical supplies, pharmaceuticals, firefighting supplies, utilities) and diminishing revenues can be challenging, especially in light of the fact that fire districts have only one primary (approx. 98%) revenue source, secondary property taxes. Conversely, cities and counties are generally funded through a combination of property tax, sales tax, state shared revenue from income taxes, vehicle license tax, federal payment in lieu of tax funds, lottery funds, impact fees, water/sewer fees, etc. School districts are also funded with primary and secondary property taxes (44%), state shared revenue, tax credits, and federal education funds. Although Arizona is ranked 34th in property tax burden, and the 3rd highest for sales tax, it is still property taxes which take the brunt of the taxpaying criticism. Much of this is due to the fact that individual property tax burden is clearly disseminated and at the same time most individuals are not aware of their annual sales tax burden. On top of our revenue challenge, the District is facing a rapidly increasing demand for service with our emergency call volume increasing by 9% this current year. When the call volume escalates, all of our expenses related to running calls increase as well. Historically, the demand for government services are countercyclical where we find when the economy declines the demand for private business goods and services also decline while the demand for government services increases. Much of this is a result of individuals finding themselves in a place where they must now rely more heavily on the government for their health care, education, unemployment funds, etc.*

*The good news is that Central Yavapai Fire District, through its long history of fiscal conservativeness, was as prepared as possible for economic uncertainty and challenges. Additionally, as a result of the Arizona property tax statutes, property tax increases or declines lag by approximately two years. This provides us with the opportunity to analyze current property valuation changes and include those in our econometric 2-year forecasts. It was because of this forward-looking philosophy that we suggested reducing our tax rate from \$1.74 to \$1.49 in Fiscal Year 2008-2009, even though assessed valuation increased by 33.43% that year. We also declined a federal staffing grant which would have provided us with 14 additional firefighters, but which required the District to increasingly assume the on-going personnel cost with the effect of the District*

*paying 100% of all costs within 5 years. We delayed the construction of a fire station and the purchase of a water tender which were both planned for Fiscal Year 2008-2009.*

*In Fiscal Year 2009-2010, when the assessed value only decreased slightly, we froze all wages, reduced overtime, eliminated assignment pay, delayed previously approved capital purchasing and staffing plans, decreased our operating budget by \$1 Million and increased our contingency fund to 20% to provide for emergency service sustainability for the upcoming two years. Our Fiscal Year 2009-2010 budget anticipated a deepening recession and relied on very conservative revenue projections and a very conservative approach to spending. The annual tax reduction for the average homeowner was \$16.36.*

*With the development of the Fiscal Year 2010-2011 we recognized the beginning of our steep property valuation with a 12% decline in assessed valuation. We continued with all previously instituted budget reduction methods and did not increase our tax levy. In fact our total tax levy this fiscal year is less than it was in 2008. Because our levy remained flat and our assessed valuation dropped by 12%, our tax rate increased. The net result for the average homeowner, whose assessed valuation decreased by approximately 13%, was an annual CYFD tax burden decrease of \$3.18. Unfortunately, the valuation of the commercial properties in our District continued to increase as a result of the delayed economic downturn in the commercial arena and the fact that commercial properties in our area were previously undervalued and that was being rectified by the County Assessor's office. Therefore, even though 87% of the property owners within the District benefited from a tax decrease this year, the business owners (accounting for 13% of our valuation) saw a fairly steep increase in their tax burden. We are required by Arizona State Statutes to assess all property owners within our jurisdictional boundaries the same property tax rate and cannot legally provide the business owners with a separate and lower rate. In order for the majority of the business owners to have a flat or reduced CYFD tax burden this current year we would have had to reduce our budget by over 25%. We would not be able to sustain our current level of service to the community with budget reductions of this magnitude. This is an issue which will need to be resolved through the Arizona state legislature as commercial properties are assessed at 20% and residential property is assessed at 10%.*

*We have been advised by the Yavapai County Assessor's Office that our assessed valuation is expected to decline between 20% and 25%. They will be providing us the final assessed valuation figures by February 11, 2011. This will obviously be a significant budget challenge for the District. In December we distributed our budget development calendar to all personnel. I have attached that memo for your information. We have now received all of our base budget requests. We believe there are some key principles that should govern this Fiscal Year 2011-2012 budget process. These include the fact the District is here to*

*serve our community and meet their expected levels of service, we must be sound stewards of the communities financial resources, we should strive to find a good balance between meeting the needs of our current citizens and those of future generations, we should place a premium on treating all of our residents, business owners, visitors, and internal customers with dignity and respect, and finally, we should maintain a high level of transparency and accountability in our budgeting process. We will be working with the Fire Board to identify budget guidelines and recommendations to assist the staff in budget development parameters. These have often included goals regarding our tax rate, priorities for programs and capital purchases, and wage and benefit recommendations.*

*We will be presenting the Board with more detailed information regarding our final assessed valuation for Fiscal Year 2011-2012, the current draft base budget amounts, possible budget and tax scenarios and the associated impact on our taxpayers, and suggesting some possible budget guidelines and recommendations at the meeting.*

*If you have any questions, or need clarification on any of the above information, please do not hesitate to contact me at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: VOTE TO GO INTO EXECUTIVE SESSION  
LEGAL ADVICE PURSUANT TO A.R.S. §38-431.03(A)(3) AND  
INSTRUCTION TO DISTRICT LEGAL COUNSEL PURSUANT TO  
A.R.S. §38-431.03(A)(4) REGARDING: TRAINING CENTER  
DRAINAGE

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*This item is placed on the agenda so that the Board can go into Executive Session for legal advice regarding the Training Center / Ace property drainage and soil erosion issues.*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: VOTE TO GO INTO EXECUTIVE SESSION  
PERSONNEL MATTERS PURSUANT TO A.R.S. §38-431.03(A)(1)  
REGARDING: FIRE CHIEF SELECTION

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*This item is placed on the agenda so that the Board may go into Executive Session regarding Fire Chief selection.*

*If you have any questions, please call me at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: TRAINING CENTER DRAINAGE

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*This item is placed on the agenda so that the Board may take any action it deems appropriate in regards to the Training Center / Ace drainage issue.*

*If you have any questions, please call me or Assistant Chief of Administration Dalton at 772-7711.*

TO: Fire Board  
FROM: Chief Parrish  
DATE: February 9, 2011

SUBJECT: FIRE CHIEF SELECTION

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*This item is placed on the agenda so that the Board may take any action it deems appropriate in regards to the fire chief selection.*

*If you have any questions, please call me at 772-7711.*