

Presented to the  
Central Yavapai Fire District  
Board of Directors



# DIVISION REPORTS

Agenda Item 5-D

January 17, 2012

**H  
A  
P  
P  
Y  
N  
E  
W  
Y  
E  
A  
R**

## CHIEF'S REPORT By Chief Nies

The past month has been filled with many challenges. I am glad to report that the Central Yavapai Fire District is moving in a positive direction regarding the majority of them. The District is moving through a transition with some of our tenured personnel leaving. We are actively recruiting and evaluating candidates for those positions. The positions include HR Specialist, Assistant Fire Chief, Fire Marshal, and Firefighter. We have made a selection of two firefighters to replace members who will be retiring soon. Please congratulate Dillon Russell and Jaron Kirk.

Along the lines of replacing retired members, senior staff has been working on a re-organization. We will present the new chart to the policy committee and then forward it to the Board for approval. We are also rewriting the job descriptions for assistant chief and fire marshal. Captain Rick Chase has stepped up temporarily into the Acting Fire Marshal's position and is doing a great job! We have hired a temporary inspector to assist with the workload while one of our investigator/inspectors is on light duty. A light duty firefighter is also assigned to CRMD to help with the back log of inspections. This division is a little off balance but is coming along very well.

Our combined SWAT/Fire District drill is scheduled for Wednesday, March 22, 2012. This exercise is scheduled to last 6 or 7 hours. We will have crews participating for a few hours at a time. I walked the site of the new Class A burn prop with SWAT team members to assess its suitability. The police officers were impressed and appreciative for the opportunity to share the facility; however, they politely declined an invitation to explore the confined space prop! Board Members are welcome to attend this training.

Captain Tharp and I have been meeting weekly with Michael Taylor to review the progress of the Fire Station 58 project. We have re-involved the station design committee and made some changes that labor and management believe will be a cost savings in the long run. These changes included a flagpole without an integrated light which will save us \$3,000, stainless steel countertops (as opposed to laminate), low level recessed lighting in the stairwells, and dry wall above the cooking area for easier cleaning.

On the national and state levels, several issues have come up that warrant mention in this report. First, the City of Yuma was denied its bid for



[www.centrialyavapaifire.org](http://www.centrialyavapaifire.org)

# CHIEF'S REPORT By Chief Nies

a Certificate of Necessity. They were engaged in the process for almost two years. In Maricopa County, Rural Metro Corporation which is owned by a hedge-fund made an offer to purchase Professional Medical Transport. There may be some regulatory issues related to that and at the end of December that matter was still in court. While none of these decisions have a direct effect on the District, they bear watching. The Department of Health Services has released its preliminary draft of its bridge courses for the ALS and BLS levels. Phoenix Fire Department performed a cursory evaluation of the cost of compliance which came to almost \$3 million. CYFD would likely incur \$96,000 in personnel costs plus the cost of the bridge course itself. Captain Tharp and I are attending NAEMS to voice our concerns related to these bridge courses which are not supported by current ADHS rule.



## ACTIVITIES

- Dec 29 Chief Nies conducted a CYRTA walk through with Prescott Valley Police Department personnel.
- Jan 4 Panel oral board interviews were held for the final 5 human resource specialist applicants.
- Jan 6 Assistant Chief Dalton met with several of our state legislators regarding fire service legislative concerns.
- Jan 9-11 Accreditation Peer Site Visit conducted.
- Jan 12 Chief Nies, Assistant Chiefs Dalton and Bliss attended the Prescott Regional Communication Center partner's meeting.

## ADMINISTRATION by Assistant Chief Dalton

Finance Assistant Sue Tucker has been an instrumental part of many of our successful grants over the past couple of years. We have been very fortunate to be able to utilize her extensive grant education and experience with the application process as well as her knowledge in regard to grant compliance. This past month, Sue prepared and submitted an amendment to our FEMA grant. We were notified of our successful amendment request which allowed us to purchase \$11,381 in rehab equipment with \$8,337 of the total being paid for by FEMA.

Each December we complete an annual motor vehicle division check on all of our employees. In the past, each employee had to complete a form and forward it to Office Assistant Teresa Frawley who in turn compiled our forms and submitted them to the Arizona Department of Motor Vehicles. This was a lengthy process. Teresa has worked with MVD to set up an online electronic process. This has worked very well, and Teresa will be able to submit all of our employee's names and driver license numbers quickly and efficiently.

One of the other tasks which we complete each December is the destruction and/or transfer of appropriate records in compliance with our State-mandated records retention schedule. Therefore, Teresa has been pulling the personnel and medical files of our 2011 ex-employees, as well as many of our general filing documents, and preparing them for either records retention or destruction.

Administrative Manager Judy Wright has been extensively involved with the accreditation process with the plan of taking over as Accreditation Manager once our current reaccreditation process is com-

plete. Records Management Specialist Leona Jaeger has also continued to quality check our ADSi and FireHouse data for both the upcoming peer assessor visit and ISO re-grading process. Additionally, she has updated internal versions of Cyberquery, ADSi & FireHouse manuals.

One of Administrative Assistant Laura Mowrer's duties is to process fire protection agreements. This begins when a local resident calls Administration to either verify if they are within the District boundaries or obtain information for their homeowner's insurance. There are many residents that believe they are within the District when in fact they are not. Laura reviews the parcel information on Yavapai County's website, verifies the property is accessible to CYFD engines, and explains the process to the resident. If the resident requests the agreement, she then adds the specific information to the master agreement and requests finance to issue an invoice. The resident signs and pays for the agreement and then the Board approves the agreement. Dispatch is then notified to update CAD and Captain Leyboldt is contacted for the map updates. The contract list, the CAD database, and the maps are reviewed regularly to verify accuracy; ensuring these customers receive timely service.

We thought it might be beneficial to the Board to provide a quarterly report. CYFD currently receives approximately \$55,704 in revenue from fire protection agreements for properties outside of the District boundaries. The general areas that are covered along with their respective annual revenue are as follows:

- Antelope Meadows \$2,707
- Coyote Crest \$6,435
- Highway 169 \$7,370

## ADMINISTRATION continued

- Humboldt \$547
- Iron Springs/Granite Basin \$15,182
- Mingus Mountain \$4,438
- Poquito Valley \$832
- Prescott Airport \$489
- Prescott Ridge \$17,185
- West of Mint Creek \$519

These totals include three new agreements since October. Although there were two cancellations in December; one in Antelope Meadows valued at \$410 and one in the Granite Basin area valued at \$1,120, we've still managed to increase revenue slightly.

We have completed our open enrollment for our health and dental insurance. As we needed to make changes in both of these benefits this year, it became an extensive process to get all the appropriate paperwork completed and new rates entered for all of our personnel. Administrative Manager Judy Wright and Finance Manager Toni Golden were able to get everything completed in a timely manner with all of our department members being helpful and conscientious about getting their portion taken care of.

---

## TRAINING By Chief Cordes

CYRTA continues to support the construction projects on site with the warehouse coming close to completion. The office furniture has been ordered and shipped. The pallet racking project was awarded to Warehouse Solutions, Incorporated with a bid just under \$17,000 for 1,440 lineal feet of used racking. Additional storage units and shelving for smaller items will be purchased shortly.

The concrete was poured for the propane props last week which will make the area more usable for a variety of training.

We are coordinating several upcoming classes to be taught at CYRTA with outside involvement. Our staff will be teaching a class at the upcoming AFDA Conference on training center development and design.



# Community Risk Management Division

by Acting Fire Marshal Chase

The Community Risk Management Division is on the mend from a shortage of personnel due to retirement and injuries. During the month of December, three of our personnel from operations stepped into CRMD during the day to assist with inspections and would go back to their respective stations at 5:00 p.m. for the remainder of their shift. They were Captain Craig Stooks, Engineer Jack Dale, and myself. We also have Firefighter Jeremiah King helping out with inspections while he is on light duty status. Administrative Assistant Laura Mowrer spent 14 weeks in CRMD and Sharron Nordyke, whom is retired from PFD as a fire investigator, is temporarily helping with every day workload and on call investigating. *Thank You* to those individuals for helping with the workload.

On December 28th Assistant Chief Bliss, Fire Safety Specialist Andie Smith, and I attended an initial plan review (IPR) in Prescott for a proposed project called Bell Ranch Resort and Spa. This is to be

developed in the area between Humboldt and Mayer. It will consist of a golf course, a 250 room resort, condominiums, restaurants, retail shops, pools, amphitheater, gardens, and trails. This land is not in CYFD's jurisdiction nor Mayer's; however, the access road is within Mayer Fire District boundaries. This will bring in many jobs and attract many people to our area. We will follow the progress of this proposed establishment and update everyone as we get more information.

We also attended an IPR in regard to an addition to Superior Industries. They will add 25,000 square foot to their existing building so that they can manufacture rollers for the conveyor belts that they are currently making there. They anticipate that this will add approximately 25 jobs to their work force.

Things have slowed down this past month being the end of the year; however, we are anticipating progress to pick up with the



Shane Drive Fire

# Communications Division

by Communications/IT Manager Ogden

The Communications Division is currently working on several projects. An initial site survey and soils study have been completed for the Glassford Hill Communications site. This information will be used to develop a site upgrade plan. We are hoping to upgrade the equipment shelter, tower structure, solar/battery system, security fencing, and landscaping.

We have prepared a Special Land Use Permit Application for submission to Arizona State Land Department. This will allow for a sublease and legal right of way to the Glassford Hill site.

We have begun purchasing equipment for VOIP Phone System. The PRI Digital T-1 line has been ordered and awaiting installation at the Communications Building. Configuration of equipment may begin in a few weeks. Installation of phones will follow.

We have been investigating the source of RF interference to Yavapai County Sheriff's Office (YCSO) radio communications system. We have

identified the source and are working with that entity to solve the interference.

YCSO has an interest in adding 2 more repeater sites to their system as to enhance their radio coverage. We have been assisting YCSO with evaluation of these future sites; Cordes Junction and the Village of Oak Creek.

The Yavapai-Prescott Tribal Police contracts with YCSO for dispatch services and they make primary use of the YCSO radio infrastructure. These entities have an interest in adding a repeater site to the YCSO system as to enhance their radio coverage in the downtown Prescott area. We have been assisting both with evaluation of this future site.



## DECEMBER CRMD ACTIVITIES

- 1**      **New Construction Inspections**
- 2**      **Building Plan Reviews**
- 6**      **Alarm / Sprinkler System Plan Review / Inspections**
- 4**      **Pre-Construction Meetings**
- 5**      **Fire Investigations**
- 66**     **Fire Pal Classes**

# OPERATIONS By Assistant Chief Bliss

We ended December at a much slower pace than many other months in 2011. One major fire occurred in the Williamson Valley area that committed multiple resources for most of the night and required a prolonged investigation for most of the following day. This fire was another example of interagency cooperation. The incident commander was from the Prescott Fire Department, two of the engines were from Central Yavapai Fire District, two from Chino Valley Fire District, and a water tender responded from each District. A smaller fire occurred in the floor of a modular home in Dewey that was fortunately contained to a limited area.

The other significant call of the month involved two pick-up trucks pulling trailers on Fain Road. One of the vehicles lost control on ice and impacted the other resulting in a serious fire. This accident came very close to becoming a fatality, but all occupants were able to remove themselves from their vehicles before receiving any burns.

I completed visiting all the crews and support staff for the Accreditation review. Evaluators will be arriving January 8th.

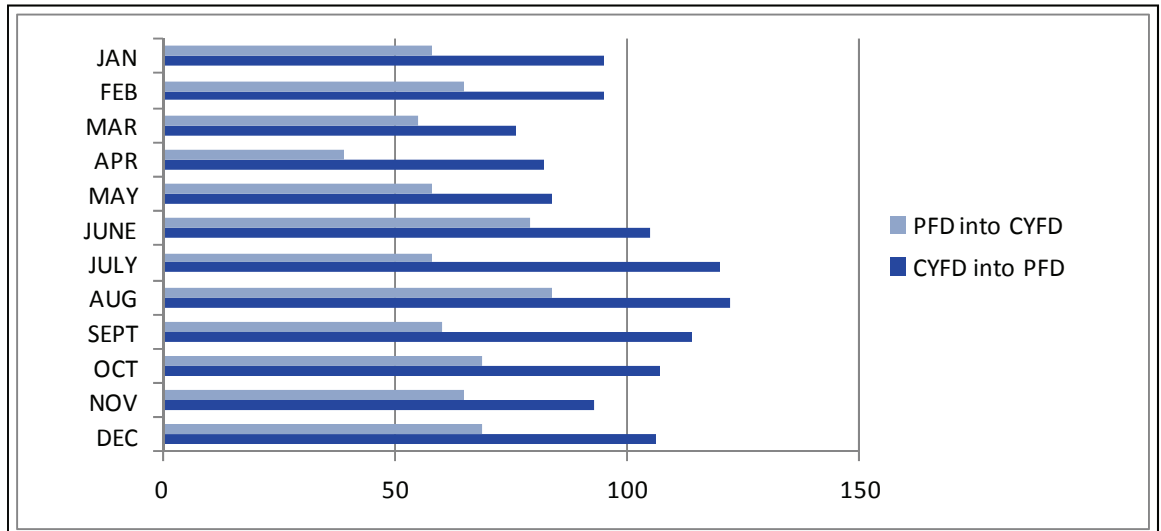


<b>REQUEST FOR SERVICE</b>								
<b>PRESCOTT REGIONAL COMMUNICATIONS CENTER</b>								
	<b>PFD</b>	<b>CYFD</b>	<b>CVFD</b>	<b>GCFD</b>	<b>WV</b>	<b>OD</b>	<b>WK</b>	<b>TOTAL</b>
<b>SEPT</b>	673	598	182	11	9	4	6	<b>1,483</b>
<b>OCT</b>	651	658	186	15	7	5	1	<b>1,523</b>
<b>NOV</b>	574	560	166	7	6	1	1	<b>1,315</b>
<b>DEC</b>	681	598	215	6	4	1	2	<b>1,507</b>
<b>TOTAL</b>	<b>2,579</b>	<b>2,414</b>	<b>749</b>	<b>39</b>	<b>26</b>	<b>11</b>	<b>10</b>	<b>5,828</b>

## SITUATION FOUND

2011	Sept	Oct	Nov	Dec
<b>FIRE</b> -- .67% of call volume	14	12	6	4
BLDG FIRE	0	3	1	1
BLDG CONTAINED	0	3	3	1
MOBILE HOME/PORTABLE BLDG	0	4	0	1
VEHICLE	1	1	0	1
BRUSH	2	1	1	0
OTHER	1	0	1	0
<b>EMS</b> -- EMS & Search/Rescue 66.11% of call volume	388	447	382	396
<b>Other type incidents</b> 33.22% of call volume				
<b>OVERPRESSURE</b>	0	0	1	0
<b>HAZMAT</b>	12	9	9	15
<b>SERVICE</b>	88	82	64	82
<b>GOOD INTENT</b>	97	81	73	78
<b>FALSE ALARM/OTHER</b>	10	24	21	24
<b>TOTAL # OF CALLS</b>	599	655	556	599

## AUTOMATIC AID



## MAINTENANCE

By Acting Fleet Services Manager Reyes

December marks the halfway point for our fiscal year. It is at this time that Fleet Services Manager Scaife sits down and goes over all of our accounts and sees where we are in regard to our spending. Our maintenance accounts are all in good standing. This will help us to evaluate what changes we need to make going into our budget process next month for the 2012-2013 Fiscal Year. Fleet maintenance is one of those areas that we always see an increase on cost of supplies. Items such as tires, oil and lube, and mechanical parts always seem to be increasing. So each year, maintenance evaluates which areas we can change in order to be more cost effective yet still deliver the same amount of reliability and safety for not only our fleet but the other fleets that we service as well. As call volume increases, the size of our fleet gradually increases as well. Over the last couple of years cuts have been made where possible yet we see how this is becoming more and more difficult to do as prices for goods continue to rise.

We have brought in the rest of our engines for annual pump testing and service and have performed routine repairs and services on our fleet this past month. Truck 533 has been brought in for annual service and inspection to ensure readiness for an upcoming Truck Company training. In preparation for the upcoming wildland season, we will be bringing in our water tenders and wildland vehicles for service.

Annual testing on all air packs has been completed and the testing equipment has been sent in for calibration which will take a couple of months. Annual air testing on SCBA compressors at CYRTA has also been done.

We are continuing to complete annual services on both Walker and Mayer apparatus. Recently, Mayer Fire purchased a 4 x 4 Top Kick ambulance and brought it to us to fabricate a ramp to load patients and fix some wiring issues. We also made some small electrical repairs to a United States Forest Service engine.

Have a Happy New Year from all of us at Fleet Maintenance!

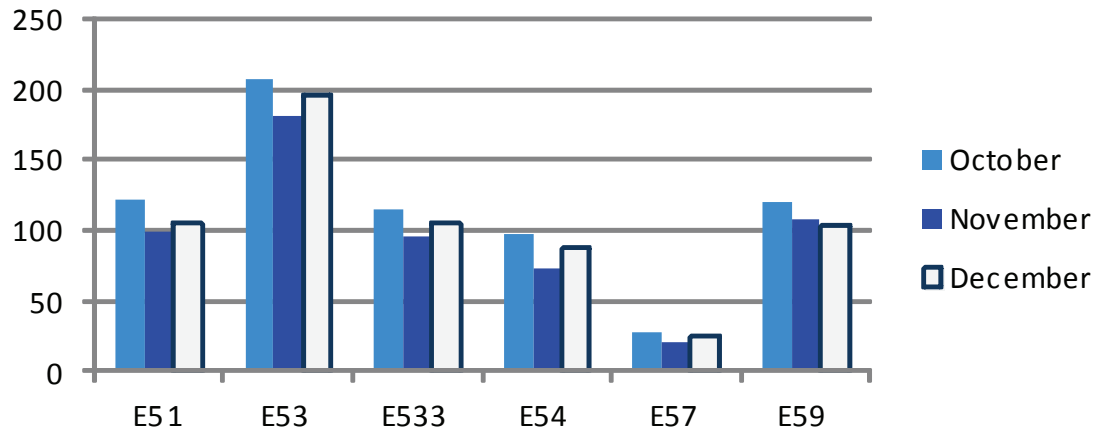


Mayer Fire District ambulance ramp

## Monthly Alarm Comparisons

### Calls by Station October - December 2011

Calls by station are calculated by counting the number of calls that occur in each first due station area.



### Unit Responses December 2011

Unit responses are calculated by counting each unit that responds to an incident (1:1 or 1:multiple)

