



AGENDA

**PRESCOTT CITY COUNCIL
SPECIAL MEETING
Thursday, March 26, 2015
9:00 AM**

**Council Chambers
201 South Cortez Street
Prescott, Arizona 86303
(928) 777-1100**

The following Agenda will be considered by the Prescott City Council at its **Special Meeting** pursuant to the Prescott City Charter, Article II, Section 13. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02. One or more members of the Council may be attending this meeting through the use of a technological device.

- ◆ **CALL TO ORDER**
- ◆ **PLEDGE OF ALLEGIANCE**
- ◆ **ROLL CALL**

MAYOR AND CITY COUNCIL

Mayor Kuykendall

Mayor Pro Tem Kuknyo

Councilman Arnold

Councilman Blair

Councilman Lamerson

Councilman Lazzell

Councilwoman Wilcox

I. DISCUSSION ITEMS

- A. Fiscal Year 2016 Budget Workshop #2 - presentation/ discussion of fuels reduction in the wildland-urban interface to enhance Firewise community safety, and other budget topics
- B. Other topics regarding FY 16 and Subsequent Budgets - Council discussion

II. ADJOURNMENT

EXECUTIVE SESSION

Upon a public majority vote of a quorum of the City Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (i) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (ii) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (iii) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (iv) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. §38-431.03(A)(4));
- (v) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (vi) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));
- (vii) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

Confidentiality

Arizona statute precludes any person receiving executive session information from disclosing that information except as allowed by law. A.R.S. §38-431.03(F). Each violation of this statute is subject to a civil penalty not to exceed \$500, plus court costs and attorneys' fees. This penalty is assessed against the person who violates this statute or who knowingly aids, agrees to aid or attempts to aid another person in violating this article. The city is precluded from expending any public monies to employ or retain legal counsel to provide legal services or representation to the public body or any of its officers in any legal action commenced for violation of the statute unless City Council takes a legal action at a properly noticed open meeting to approve of such expenditures prior to incurring any such obligation or indebtedness. A.R.S. §38-431.07(A)(B).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on _____ at _____ m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Dana R. DeLong, CMC, City Clerk

MEETING DATE/TYPES: SPECIAL MEETING 3-26-15

DEPARTMENT: City Manager

AGENDA ITEM: Fiscal Year 2016 Budget Workshop #2 – presentation/discussion of fuels reduction in the wildland-urban interface to enhance Firewise community safety, and other budget topics

Approved By:

Date:

City Manager: McConnell, Craig

03/18/2015

Item Summary

This workshop is to continue Council discussion regarding preparation of the upcoming Fiscal Year 2016 Budget, and longer-term City finances. Budget Workshop #2 will focus on achieving fuels reduction in the wildland-urban interface as an action outcome, as well as provide an opportunity for discussion of other budget topics.

The Fire Department will lead the presentation and discussion.

Recommended Action: Council workshop for discussion/direction - no formal action to be taken.

Fuels Reduction in the Wildland-Urban Interface to Enhance Firewise Community Safety

Fiscal Year 2016 Budget Workshop #2
March 26, 2015

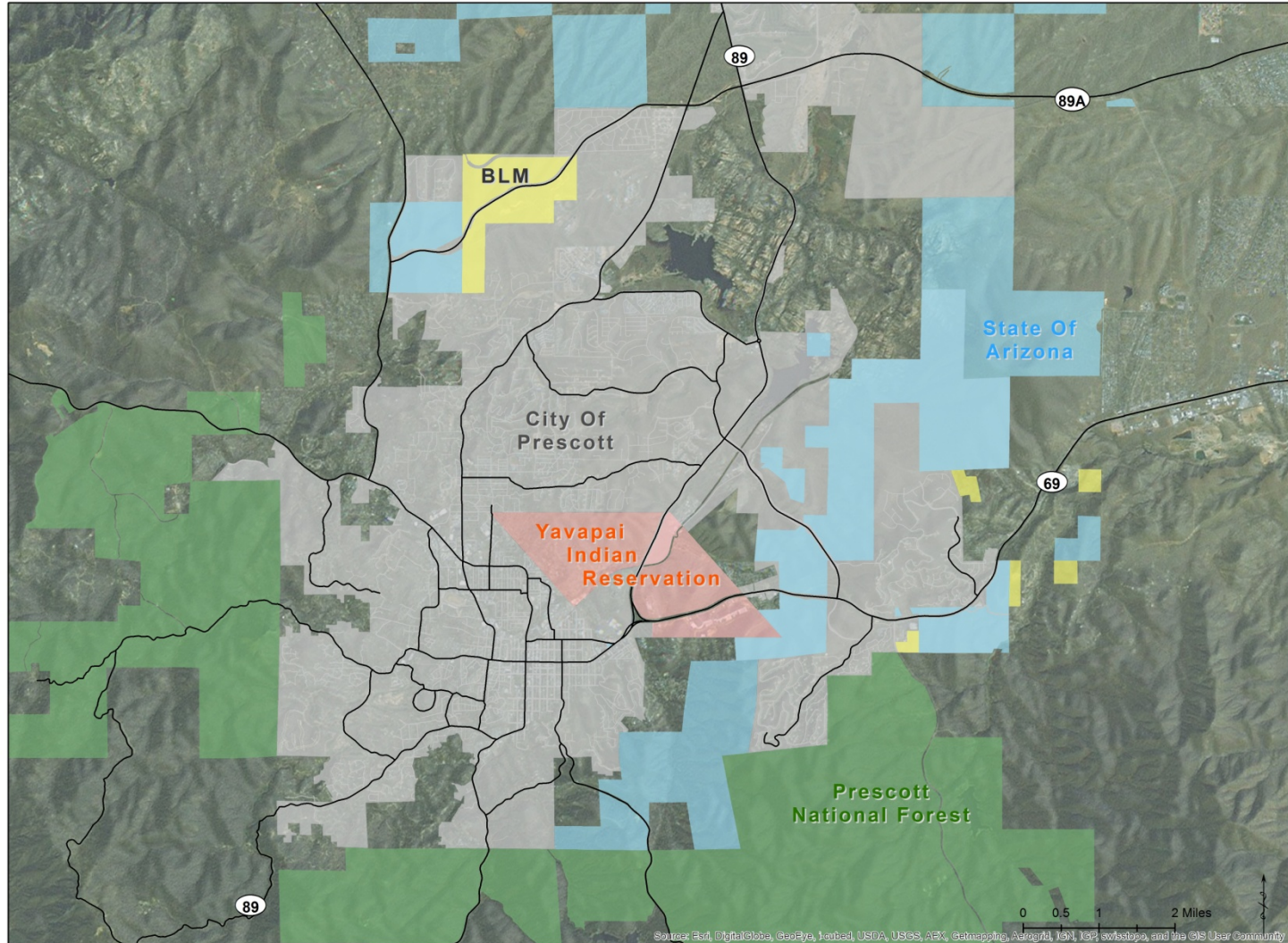


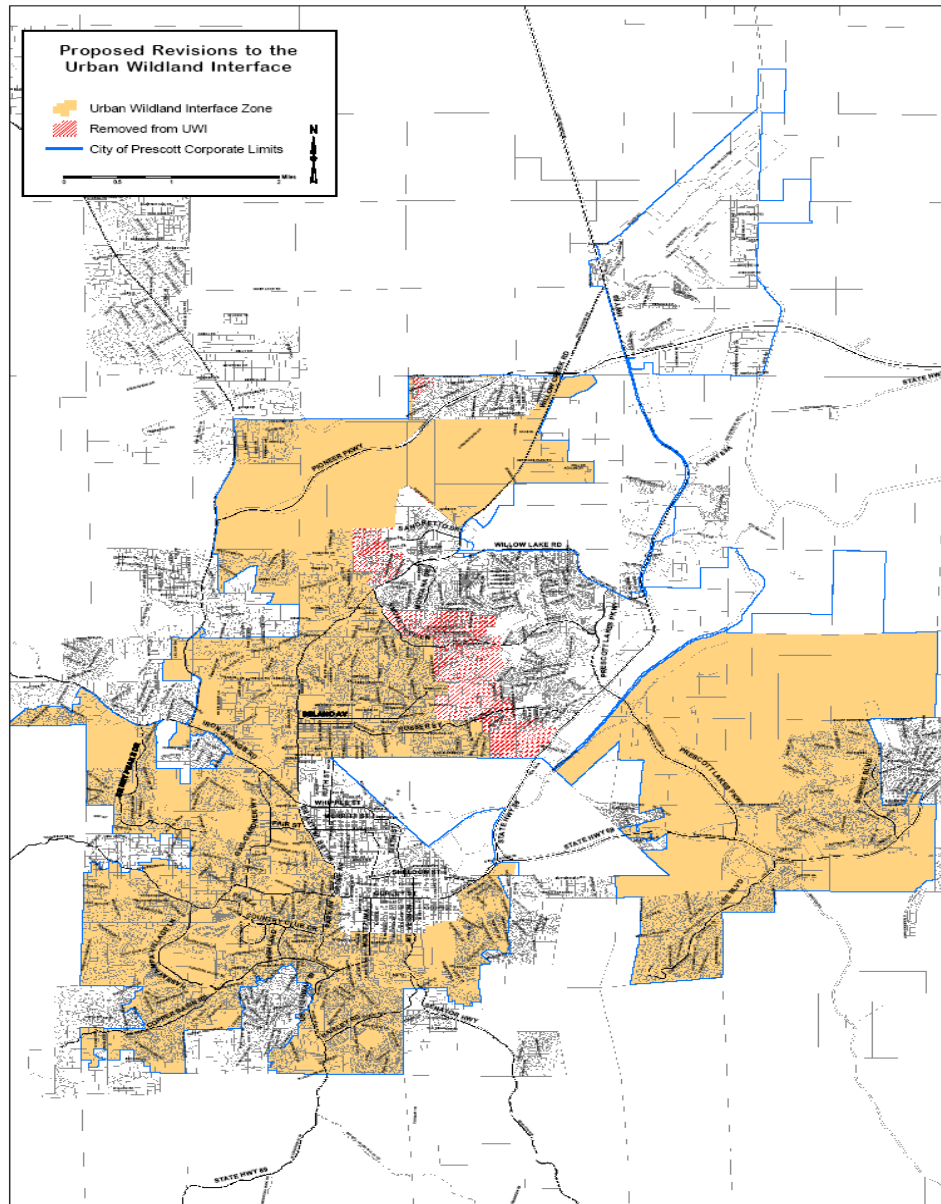
Topics for Presentation and Discussion

- I. Prescott Wildland Fire Hazards
- II. Wildland-Urban Interface Code - Overview
- III. Property Owner Responsibilities
- IV. Code Enforcement
- V. City Role in Fuels Reduction and Firefighting
 - ☐ Initial and/or extended wildfire response
 - ☐ Local partnerships (PAWUIC, Fire Districts, State, Feds)
 - ☐ Hazard assessments as a service to property owners
 - ☐ Grant funding for fuels reduction services
 - ☐ Organization and personnel

Wildland Fire Hazard

Exposure of Prescott to Wildland Fire Hazard





History and Background

- ❑ Prescott Fire Department (PFD) wildland fire capabilities, operations, and services grew out of a need for fire prevention and public education on defensible space. From 1991-2000 PFD and Prescott National Forest (PNF) worked together on prescribed burns and fuels mitigation around the community.
- ❑ In 2001 PFD was awarded a State Fire Assistance Grant to begin defensible space treatment on private property. A grant-funded field crew was formed in 2002.
- ❑ Also in 2001 a community-wide vegetation management plan was completed by Hunt Research, identifying wildland hazards and how to address them.
- ❑ In 2002 the Indian Fire threatened the City; disaster was averted due to fuel reduction treatments and successful interagency cooperation.
- ❑ Subsequently, Prescott became the first city to adopt a Wildland-Urban Interface Code to reduce risk to life and structures from wildland fires.

❑ After working as a Type II Team, the Granite Mountain Hotshots (GMH) were certified as a Type 1 Interagency Team in 2008

❑ Primary functions of the GMH consisted of:

- Fuels reduction by hand-crew methods under grant funded projects
- Assisting property owners/associations by chipping vegetation removed by others from private property
- Initial wildfire response
- Extended deployment to other fires under external incident command and cost reimbursement according to federal and state guidelines

❑ Although formal audits of the Wildland Division were not done in prior years, an internal review made during preparation of the FY 13 budget indicated that the Division was not self-supporting from grant and off-district firefighting reimbursement revenues—General Fund outlays of \$200,000 to \$300,000 per year were required

❑ Discussions since 2013 have centered upon how to most effectively and efficiently achieve an outcome of community wildfire risk reduction; the roles of the City, other governmental units, and property owners; and associated financial support required

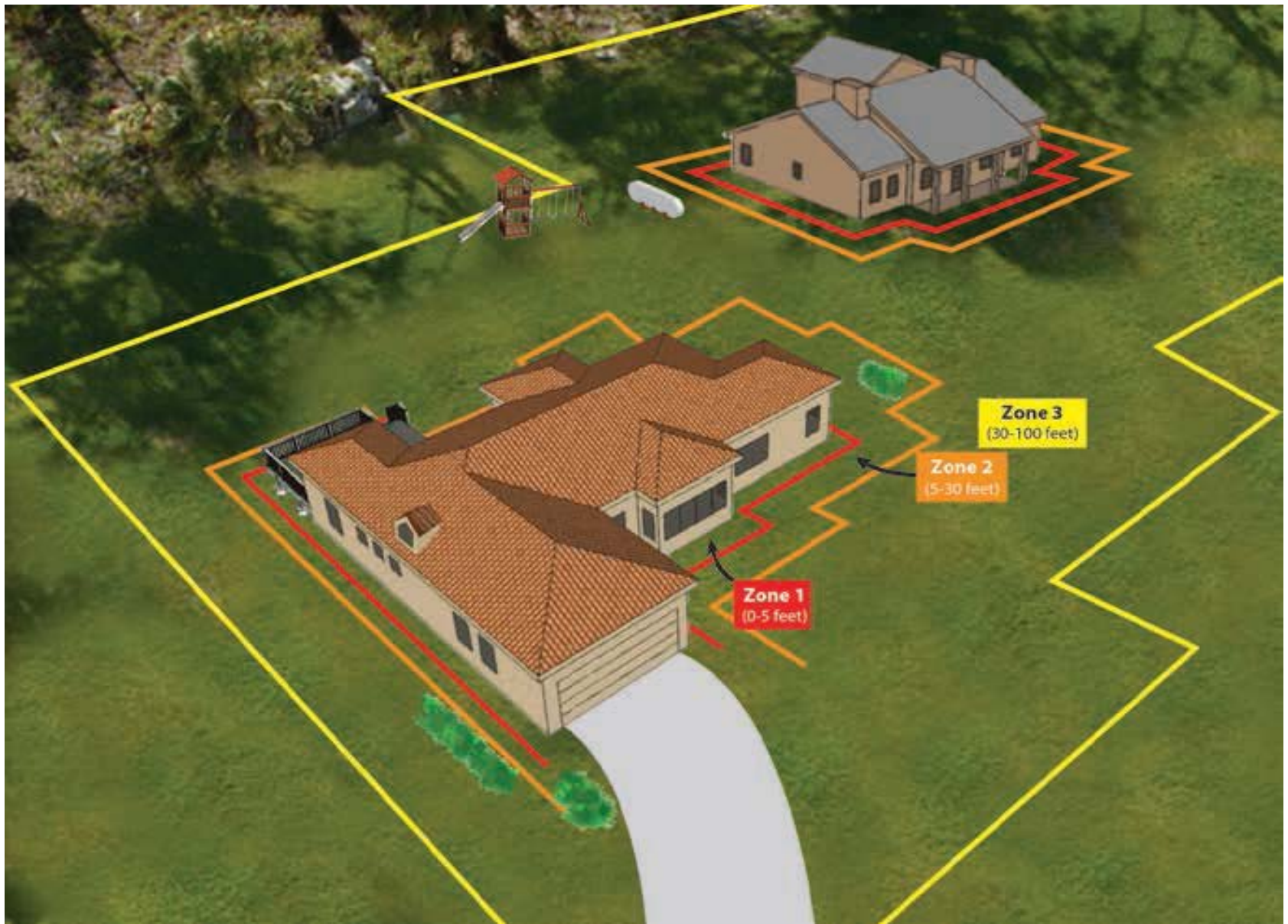
A Fuels Reduction Program is a Necessity for Prescott

- ❑ Exposure of the City to wildland fire hazard
 - Geography, climate, forest
 - Adjacent public/private lands outside the City
 - Public/private owned lands inside the City
- ❑ The basis for City policy to actively address the wildland fire hazard
 - Protection of our community
 - Fuel management and defensible space
- ❑ Confirming, adopting, and implementing policy
 - Defining outcomes
 - Providing resources
 - Achieving the outcomes

Wildland-Urban Interface (WUI) Code Overview

WUI Code

- ❑ Adopted via Ordinance No. 2015-4910 in 2014 as the 2012 WUI Code
- ❑ Codes are intended to provide a degree of safety to the general public
- ❑ Provisions of this code apply to the construction, alteration, movement, repair, maintenance and use of any building, structure, or premises within the WUI areas of our community
- ❑ Empowers the Prescott Fire Department to serve as the fire code official and provides for reevaluation and recommendations for modifications on a cycle of no less than three years
- ❑ Places an obligation on our community for protection via a formalized vegetation management plan as outlined in Appendix B of Resolution No. 4254-1463
- ❑ Defines vegetation management zones in proximity to buildings, other structures, decks: Zone 1 (10' or less), Zone 2 (10'-30'), Zone 3 (30'-150')



Vegetation Management Zones

Ladder Fuels

Tree

Scrub Oak

Shrubs

Grasses



4 years later, no maintenance



Property Owner Responsibilities

❑ Other than when working on certain grants, the City does not remove fuels from privately owned property. The City is responsible for fuels reduction on City-owned property.

❑ Owners of private property in the WUI are responsible for:

- Removal of all indigenous ladder fuels by trimming back, pruning up or removing vegetation from under trees
- Removal of all combustible materials and vegetation from under decks
- Maintaining defensible space through removals at least annually

❑ Owners of private property in the WUI are encouraged to use only fire resistive plants (in Zone 1 may not be comprised of more than 20% non-fire resistive vegetation); ornamentals must be hydrated by an approved automatic irrigation system, and maintained as needed to minimize fire hazard

Code Enforcement

❑ Wildfire hazard poses the most serious continuous threat to our community; management of that hazard requires a firm enforcement stance to protect our citizens

❑ Although some WUI Code enforcement activities are proactive, due to resource and cost constraints most are identified and accomplished on an individual complaint basis

❑ The City's fundamental approach is to work with property owners to resolve issues within reasonable timeframes

❑ Going forward, as a matter of policy, it is recommended that the WUI be enforced more actively; the authority for Code Enforcement Officers to issue citations into City Court will significantly strengthen this effort

City Role in Wildfire Fuels Reduction and Firefighting

Initial and/or Extended Wildfire Response

❑ Wildland firefighting capabilities

- Initial attack generated through the PRCC and inclusive of PFD and our local/state/federal automatic and mutual aid partners
- Extended attack requires external resources for Type I, II, or III incidents
- A myth exists that taking part in off-district responses enhances the revenue stream for PFD—it is at best revenue neutral

❑ Tiered response continuum

- Based on fire risk present at the time of event
- Determines best suited/closest available unit(s)
- Resources are initially limited, and supplemented depending upon event severity/potential to become more severe

Prescott is Not Alone

Local/Regional/Federal Partnerships

- ❑ Yavapai County Office of Emergency Management
- ❑ Prescott Area Wildland Urban Interface Commission (PAWUIC)
- ❑ State of Arizona, Department of Forestry
- ❑ United States Forest Service
- ❑ Western and Eastern Yavapai County Fire Chiefs Association
- ❑ Local/Automatic Aid
 - CYFD/CVFD
 - Groom Creek Fire District

Hazard Assessment and Treatment Services

- ❑ Resident contacts the Fire Department to schedule an assessment
- ❑ Structures on the property are profiled and explained to the owner
- ❑ PFD outlines property owner responsibilities under the WUI Code, and describes how they can be met
- ❑ PFD makes arrangements with homeowner associations for chipping and hauling away from designated locations
- ❑ Treatment of certain areas is accomplished via funding grants from external agencies
 - Camp Yavapines and United Christian Youth camp current year
 - Embry-Riddle Aeronautical University (ERAU) open space is anticipated to be the focus of a future grant-funded project

Organization and Manpower – Comparisons

❑ Prescott Fire Department - Current

- Division Chief (vacant) with collateral support services duties
- Fuels Management Supervisor (vacant)
- Fuels Technician/Administrative Assistant/Seasonal employees (5); grant allows for up to 16

❑ Flagstaff Fire Department (Fuels Reduction Division)

- Fire Management Officer (ASRS), Wildfire Education Coordinator (ASRS) and Fuels Crew Leader (ASRS); all are full-time (FTEs)
- Seasonal employees (10-15) depending on season and funding

❑ Bear Jaw Fire Crew (joint venture among Highlands, Summit, and Pinewood Fire Districts)

- 6 FTEs (2 from each district), all in PSPRS; perform fuels mitigation and wildfire response
- 15 part-time employees (PTEs), seasonal not to exceed 5 months; all are in ASRS; perform fuels mitigation and local/national wildfire response
- Fuels Technician/Administrative Assistant/seasonal employees (5); grant allows for up to 16

❑ Santa Fe Fire Department, New Mexico

- 4 FTEs engaged in fuels mitigation and fire response
- 16 PTEs (seasonal wildfire firefighters and fuels mitigation)

Types of Fuels Reduction Grants

❑ 90%/10% (90% Granting Agency/10% City)

- AZ State Forestry Division (Wildland Fire Hazardous Fuels Grant)
- Competitive application process
- Applicants may include: fire departments, local governments, educational institutions, and non-profits
- Designed for hazardous fuels reduction/community protection
- Exceptional regional success in attainment

❑ 50%/50% (50% Granting Agency/50% City)

- AZ State Forestry Division (State Fire Assistance/WUI Grant)
- Competitive application process
- Applicants may include: fire departments, local governments, educational institutions, and non-profits
- Designed for hazard fuels reduction, information and education, and community and homeowner action

Grant Funding Awarded FY 2015

- ❑ Wildland Fire Hazardous Fuels (WFHF) 90%/10%
 - WFHF 14-207 Camp Yavapines grant 98% completed
 - WFHF 14-351 United Christian Youth Camp and Southwest Indian Bible Conference Center. Structure protection work completed with remaining work necessary in areas of open space. Extension applied for due to seasonal personnel turnover.

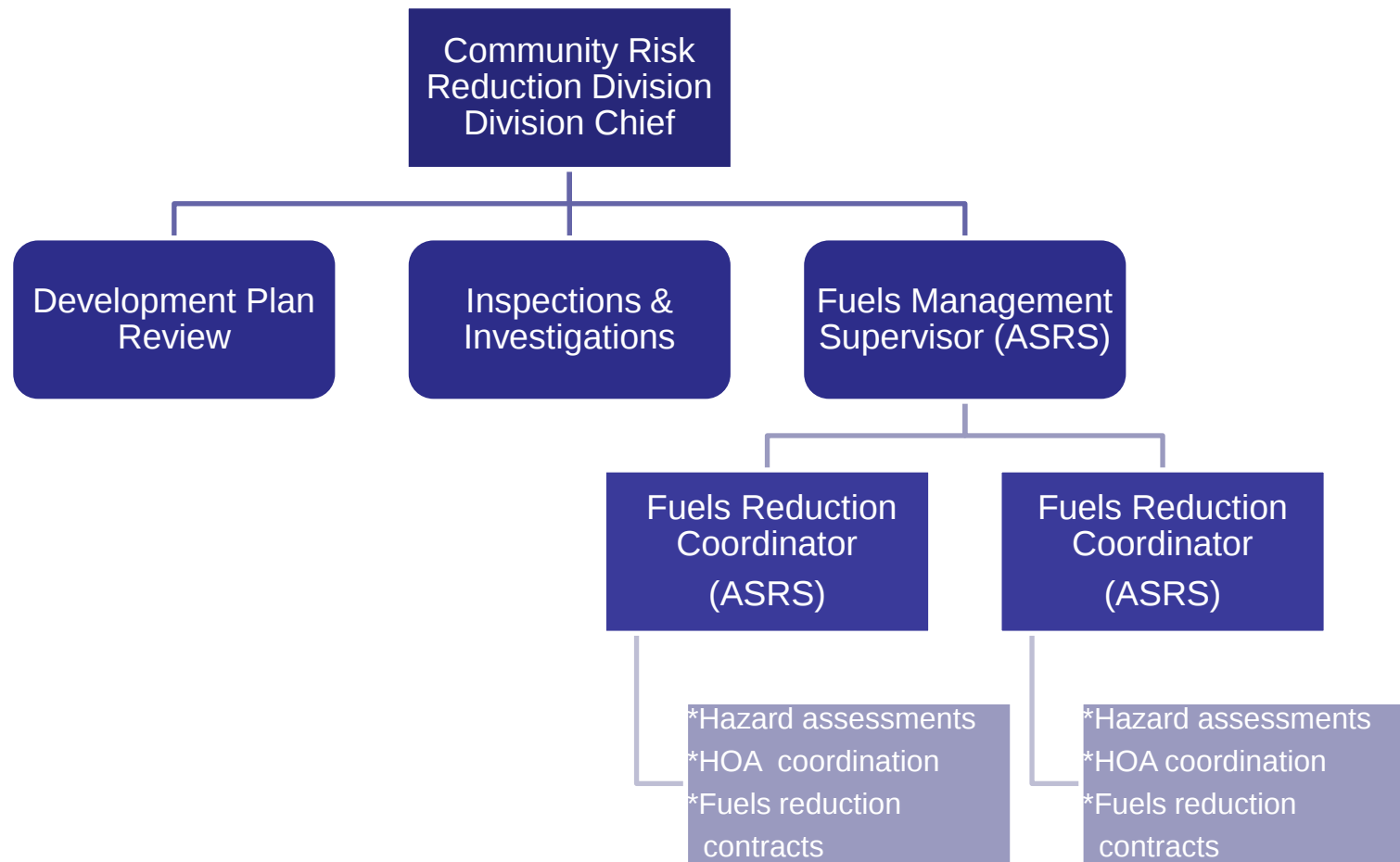
Prospective FY 16 Grant Requests

- ❑ Wildland Fire Hazardous Fuels (WFHF) 90%/10%
 - WFHF Grant number application period is open and we are seeking monies in an amount NTE \$200K (\$20K local match). Depending upon ERAU willingness and acceptance of our proposal, the grant would be used for mechanical thinning, with handwork adjacent to structures
- ❑ State Fire Assistance Grant (SFAG) 50%/50%
 - Application period to be open again mid-summer 2015

Current Organization Chart of Department



Proposed Organization Chart of Community Risk Reduction Division



Wildfire Hazard Reduction - Action Plan

Policy

- ❑ Overall strategy focused on fuels management and improvement of forest health by removal of excess fuels
 - Seek out solid funding sources independent of the General Fund
 - Further develop collaborative efforts with community members to increase acceptance of the role and responsibility of property owners to participate in hazard mitigation through education and enforcement
- ❑ Enhance and update formal relationships with regional partners (non-profit, local, state, federal)
 - Elevate support for and role of Prescott Area Wildland Urban Interface Committee (PAWUIC) in strategy
 - Update Prescott Basin Response Model and provide public information on local response model

Action Plan (cont'd)

Actions/Milestones for Remainder of FY 15

☐ Flatten Prescott Fire Department organizational structure

- Leave vacant Division Chief and Fuels Management Supervisor positions unfilled; integrate subordinate personnel into Community Risk Reduction Division
- Reassign current Wildland Division Administrative Assistant to position of Fuels Management Supervisor and expand duties
- Conduct resource inventory of equipment, vehicles and infrastructure to ensure accountability of government procured resources and surplus excess through sale or interagency sharing

☐ Complete current grants; apply for new FY 16 grants

Action Plan (cont'd)

Actions/Milestones for FY 16

- ❑ Enlist technical assistance program through the Commission on Fire Accreditation International to develop Standards of Cover (risk management) and Strategic Management Plans
 - Complete comprehensive risk management assessment for all Prescott community risks (fire, EMS, technical rescue, wildfire, severe weather, and hazardous materials)
 - Seek community input on expectations for levels of service for all risks
 - Publish and implement the completed planning documents to serve as roadmaps for decision making and department operations
- ❑ Development of the plans described above is prerequisite to determine any change of role of suppression personnel as it relates to fuels reduction activities

Action Plan (cont'd)

- ❑ Review current fuels reduction activities and provide options for adjusting service
 - Examples may include fees for service, contracting for service(private or public entities), hybrid models
- ❑ Conduct further assessment of best practices for continued fuels reduction/treatment at current levels and models for increased capacity
 - Conduct and implement a survey instrument to evaluate other, like-sized Wildland Urban Interface communities and service models that address their community fuels reduction and treatment needs
 - Select and implement new model(s) in FY 16; adjust for further benefit in FY 17/subsequent years

Wildland Program - Financial

- ❑ The wildland firefighting (Hotshots) and fuels mitigation functions have never been revenue neutral or better—General Fund support of \$200,000 - \$300,000 per year has been required
- ❑ Providing suppression personnel (firefighters) for off-district operations is not a “moneymaker” for the City
- ❑ The expenditure of some General Fund monies for fuels reduction is necessary as an important investment in community Firewise safety
- ❑ Grants should continue to be pursued

Fuels Management Division Estimated Operating Cost For Fiscal Year 2014 & 2015

Prepared 3/20/15

	FY 2014			FY 2015		
	Estimated Operating Expenditures	Grant Funding	Funded by City's General Fund	Estimated Operating Expenditures	Grant Funding	Funded by City's General Fund
General Wildland Division	\$217,655.87	\$ 70,629.03	\$147,026.84	\$181,795.48	\$106,310.77	\$ 75,484.71
Fuels Management	-	-	-	60,085.32	-	60,085.32
State Fire Assistance Grant (1)	218,317.11	109,158.56	109,158.55	70,017.16	42,508.58	27,508.58
AZ Wildland Fire Fuel Grant	160,374.44	144,337.00	16,037.44	175,000.00	157,500.00	17,500.00
Total	<u>\$596,347.42</u>	<u>\$324,124.59</u>	<u>\$272,222.83</u>	<u>\$486,897.96</u>	<u>\$306,319.35</u>	<u>\$180,578.61</u>

Note:

1 - This grant ended September 30, 2014 and was not awarded for federal Fiscal Year 2015.

Fuels Reduction Function FY 16 Budget Proposal

- ❑ Organization
 - Dissolve Wildland Division; roll into comprehensive community risk reduction to address all risk control efforts
- ❑ Personnel
 - 1 Fuels Management Supervisor (reclassify existing position) - ASRS
 - 2 Fuels Reduction Coordinators (reclassify existing positions) – ASRS
- ❑ Budget
 - To be finalized based upon discussion/direction
 - Will consist of grant matches, personnel, and typical training, facility, equipment, and internal charges

Council Discussion and Direction to be Carried Forward in the FY 16 Budget Process

