

**FRY FIRE DISTRICT
MINUTES OF REGULAR MEETING
September 21, 2016**

CALL TO ORDER

Mr. Nash called the Regular Meeting of the Fry Fire District Board to order at 7:00 p.m.

ATTENDANCE

Board Members in Attendance: Arthur Nash, Board Chairman
Bess Banister, Acting Board Clerk
Gilbert Gil, Board Member
Robert McMurtrie, Board Member

Board Members Absent: James Barnett, Board Clerk

Others in Attendance: Michael McKearney, Acting Assistant Chief
Maria Gordon, Administrative Manager

INVOCATION/PLEDGE OF ALLEGIENCE

Mr. Nash led the Pledge of Allegiance and Mr. Gil delivered the invocation.

CALL TO THE PUBLIC

Mr. Nash opened the call to the public at 7:01 p.m.

Jere Fredenburgh, a resident of the District, would like to have the board members email addresses listed on the website. Maria explained that we can do so.

There was no one else to appear before the board at this time.

Call to the public closed at 7:02 p.m.

FIRE CHIEF'S REPORT/SUMMARY OF CURRENT EVENTS

Acting Assistant Chief McKearney reported on the following:

We had our ISO evaluation on September 1st. Chief Seamans headed up the effort and although we are still waiting to find out if there will be any changes to our rating, the process seemed to have been completed with no issues. We are currently a 4/10.

We have hired two employees and received a resignation from one. We hired Jon Saylor, who was previously employed by the U.S. Forest Service as a wildland firefighter and David Merideth, who was previously employed by the Palominas Fire District. Aaron Estacio resigned as he took a position with Sierra Vista Fire and Medical.

Our mechanic James Engols received the award of Arizona Fire Mechanic of the year. The presentation occurred during this year's Arizona State Fire School.

We were presented with a thank you letter at month's CCEMS meeting from Agua Prieta, Mexico, for the donation of several SCBAs that Chief Miller arranged through Chief Novoa of Douglas Fire Department.

We have completed two out of state fire assignments, both in California. Totals billed for the last two assignments (four invoices):

Apparatus: \$55,327.65

Total Invoices: \$144,774.47

We met with representatives from Bureau of Land Management (BLM) today to discuss the issues involving the tower project at station 366. Although we were allowed to take control of the property in order to construct a fire station, the land is still governed under the provision of the Recreation and Public Purpose Act, which bars any third party from receiving profit through commercial use of the land. We are continuing to assess our options but it doesn't appear that allowing Verizon to operate on the tower will be allowed. There is a loop hole that may allow Clark Information Systems (CIS) to continue using the tower since they brought the high-speed internet services to that particular station, which is a direct benefit to the Fry Fire District. We will have to submit a letter and supporting documentation that explains our agreement with CIS for in-kind services.

We are still in an information gathering stage in regards to the potential Fry Fire District annexation of properties along the San Pedro River in the HWY 90 area (High Knolls). The preliminary numbers we received from the county in terms of the assessed value of the area were found to be incorrect. We have requested a second assessment of the area. Political support seems to be in place but we are still gauging what level of support we can expect. We gave a presentation to the High Knolls Road District on Saturday the 17th to discuss what we can and cannot offer the area. They have reached out to County Supervisor Ann English who has voiced support for the move and has made arrangements for us to receive some detailed maps of the area from the county. The revenue generated from the area is still unknown at this time but will be limited. There are a large number of vacant parcels in the area so future growth is expected. Once we have a complete picture we will present it to the board and ask for approval to officially begin the process.

We met with the county assessor's office and identified areas that the city of Sierra Vista may target in future annexation attempts. At this point we were able to calculate some preliminary numbers in relation to the impact that successful annexations will have on the fire district. The purpose of gathering this data is to create a plan to address this threat ahead of time; however, we received the data at the same time we received the flawed High Knolls data so we have requested confirmation from the county before we finalize and release the information.

We are implementing a customer service survey and have completed a recent study to assess our level of customer service at the stations through a citizen's advisory team. We have identified the need to make our stations more "user friendly." We will start looking at signage to help direct citizens where they need to go to best suit their needs.

On September 15th, the fire district provided immediate first responder training to the Sierra Vista and Palominas School Districts as well as Fort Huachuca Accommodation schools. The training teaches school staff to treat traumatic injuries with an emphasis on incidents involving mass shootings. Representative Martha McSally has praised the program and representatives from Pima County also attended the training.

We had 883 responses for the month of August.

FINANCIAL REPORT

A. Review, discussion and possible action on the monthly financial reports for August 2016.

Maria presented the Board with account balances as of August 31, 2016, along with a copy of the report from the Cochise County Treasurer's Office and the bank reconciliation from the District's Cyma Accounting Software. The District's Maintenance and Operations balance was \$110,094.02; Capital Reserve Fund is \$1,367,054.32; Volunteer Pension Fund ended with \$8,630.97 and the Leave Reserve Fund ended with \$505,156.20. Maria explained that the District has not entered into a line of credit as of this time.

Ms. Banister made a motion that the board agrees to the balances presented for the month of August 2016. Mr. McMurtrie seconded the motion.

VOTE: 4-0
Motion Carried

B. Review and discussion for the warrants issued for the month of August 2016.

Mr. McMurtrie asked what we paid to Purchase Power and Maria explained that we fill our postage machine through them.

There were no further questions regarding the warrants for August 2016.

APPROVAL OF MINUTES

A. Regular board minutes of August 17, 2016

Mr. McMurtrie made a motion to accept the regular meeting minutes of August 17, 2016, as presented. Ms. Banister seconded the motion.

VOTE: 4-0
Motion Carried

B. Special board minutes of August 19, 2016

Mr. McMurtrie made a motion to accept the special meeting minutes of August 19, 2016, as presented. Ms. Banister seconded the motion.

VOTE: 4-0
Motion Carried

BUSINESS AGENDA

A. Badge presentation to new employees

Chief McKearney presented badges to our newest employees, Jon Sayler and David Merideth, and each had a family member pin their badge on them. Congratulations to our newest firefighters!

OLD BUSINESS

A. None

ACTION ITEM

A. Discussion and possible action to award bid for ambulance re-chassis purchase.

Chief McKearney explained that the District planned to refurbish a medic unit this year. This will be for an existing 2007 medic unit. Chief Seamans wrote the bid so he gave the board information. We only had one bid from Taylor Made Ambulances come back for the refurbish. We had one come in for a new medic unit, one vendor gave us a written "no bid" and we didn't hear back from the

fourth vendor we solicited a bid from. Taylor Made's bid is for \$148,525.00. Maria told the board that the re-chassis is slated to come out of the capital reserve fund and will bring the total remaining in that fund to \$1,218,529.32.

Mr. McMurtrie made a motion to accept the bid from Taylor Made Ambulances for \$148,525.00. Mr. Gil seconded the motion.

VOTE: 4-0
Motion Carried

B. Discussion and possible action on Clark Information Systems (CIS) contract renewal for internet and IT (Information Technology) services.

Maria presented the contract between the District and Clark Information Systems. The contract remains unchanged, but needed to be renewed as the five years has expired.

Mr. Gil made a motion that the board approve the contract with CIS for internet and IT services. Ms. Banister seconded the motion.

VOTE: 4-0
Motion Carried

C. Discussion and possible action to appoint an acting Fire Chief/enter into an agreement for temporary management service for the Fire Chief position/contract out services for the Fire Chief position/contract support.

Mr. McMurtrie made a motion that the board adjourn to executive session for discussion. Mr. Gil seconded the motion. Vote: 4-0 Motion Carried

Adjourned to executive session at 7:46 p.m.
Resumed regular session at 8:55 p.m.

Mr. McMurtrie made a motion that the board accepts the services of Randy Redmond for the Interim Fire Chief position, beginning October 3, 2016 and ending June 30, 2016. During this time the board would like the Battalion Chiefs and Acting Assistant Chief McKearney to rotate through the Assistant Chief position so they may work closely with Chief Redmond and receive training and mentoring. Chief McKearney will remain in the position through November, with each Battalion Chief rotating through at 2-month intervals. The board will immediately begin looking into hiring a full time chief during this time. Mr. Gil seconded the motion.

VOTE: 4-0
Motion Carried

REQUESTS FROM BOARD MEMBERS FOR FUTURE AGENDA ITEMS

Mr. McMurtrie asked that the District's terminal leave policy be reviewed at the next board meeting.

ADJOURNMENT

Mr. Gil made a motion to adjourn the Regular Meeting at 8:59 p.m. Motion seconded by Mr. McMurtrie.

Meeting adjourned at 8:59 p.m.

DATED THIS 23rd DAY OF SEPTEMBER 2016.

Bess Banister
Acting Board Clerk
Fry Fire District Board