

**FRY FIRE DISTRICT
MINUTES OF REGULAR MEETING
October 19, 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
 James Barnett, Board Clerk
 Robert McMurtrie, Board Member

Board Members Absent: Bess Banister, Board Member
 Gilbert Gil, Board Member

Command Staff in Attendance: Randy Redmond, Fire Chief
 Michael McKearney, Assistant Chief
 Donnie Gordon, Battalion Chief
 Billy Seamans, Battalion Chief
 Maria Gordon, Administrative Manager

INVOCATION/PLEDGE OF ALLEGIENCE

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

CALL TO THE PUBLIC

Mr. Nash opened the call to the public at 7:02 p.m.

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

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

COMMAND STAFF'S REPORT/SUMMARY OF CURRENT EVENTS

Chief Redmond reported on the following:

The command staff will now be reporting on their areas of responsibility to the board at each month's meeting. We are going to attempt to limit the updates to the top 3 or 4 priorities each month.

Along those lines, in an attempt to report what we're doing, we are in the process of implementing a task management system. We will comprise a list and start prioritizing within the next month. There are a lot of things being done throughout the organization and we would like to keep track of those things, we also want to make sure the board is aware of what is being done. We will be reviewing our mission, vision and values statement in the near future as well.

Chief Redmond gave kudos to the battalion chiefs as they agreed that rotating the assistant chief position would be detrimental to staff; therefore, they will continue to serve from their respective shifts. We have since relocated Chief McKearney to Station 365 so all command staff members can be centrally located.

Chief Redmond informed the board that we will be completing program cost and benefit analysis for all classes, teams, etc. The first one completed was for the recent rope rescue class we just provided. Firefighter Ferrel discussed the training and what the technical rescue team provides to the community.

Chief McKearney reported on the following:

There are annexation possibilities in the High Knoll and Escapule Estates areas. Arizona Revised Statutes govern the steps that are necessary for the process. We are currently gauging support from those areas before moving forward with permission from the board.

We now have a customer service survey on our website so our customers can rate us. We will be implementing fire station notification signage at our stations to better assist our customers as well. We are in the process of updating our pamphlets on what to do after a fire and after a death.

We are working on an organization responsibility chart so that we know who is responsible for the different functions provided by the District.

Arizona Department of Health Services has recently approved a treat and refer program, which allows ambulance providers to bill Arizona Health Care Cost Containment System (the state's Medicaid provider) a fee of \$208 for negative transports of AHCCCS recipients. This program will allow providers to treat patients in their homes for medical calls that don't necessarily need an emergency room visit, i.e. sugar checks, but will allow the ambulance providers to recoup some of their costs. The District is currently working on the prerequisites for participation in the program.

Chief Seamans reported on the following:

We had 741 responses for the month of September. Chief Redmond stated that there will be a joint command staff meeting with the city to discuss call load and

responses on Monday. Mr. McMurtrie asked that the board be apprised of changes in our neighboring departments and how they impact our district (ambulance calls, annexations, etc.).

The regional communications center is still in the planning stages, but it is projected that the go-live date will be July 2017. The center will be located on Paseo San Luis in the old Drug Enforcement Agency (DEA) building. There were discussions on dispatch channels and frequencies, interoperability for wildland, costs associated with both radios and dispatching. Chief Seamans will keep us apprised as updates become available.

We are working on switching our records management system from Spillman to HealthEMS, which should save us approximately \$8,000-\$9,000 annually. This will link our fire reporting system and emergency medical services reporting systems together, which should cut back on data entry for our personnel as well. The implementation team consists of Chief Seamans, Maria, Captain Danny Furnia and Engineer Dave York.

We are looking to purchase maintenance fleet electronic diagnostic equipment so that James can read the codes on our units and be able to troubleshoot the issues more easily in-house.

The purchase order has been accepted for the re-chassis of the medic unit and a pick-up of the unit will be scheduled in the near future. *Chief Seamans showed the board the ambulance for re-chassis after the meeting.

Chief Gordon reported on the following:

We are wrapping up our 2016 training. Our personnel meet the Insurance Services Office (ISO) requirements of 200 hours per employee. A report will be produced at the end of the calendar year.

Traditionally a weeklong EMT or Paramedic refresher was provided for personnel to be able to recertify, but this is no longer the standard. Captain Jennie Allred worked with the Arizona Department of Health Services to allow the District to provide the continuing education credits necessary for recertification to our employees while on-duty. She also recently received the go-ahead to provide a portion of those hours online through Target Solutions, the District's online training component.

Chief Gordon, Captain Mauzy, and Captain Mauzy's father repaired the LPG training props and the training will be conducted in the near future.

The burn room repairs are nearly completed. Once finished, an engineer from Fire Facilities, the vendor we purchased the burn room from and where we received

the materials and plans to repair the building, will come inspect the repairs and give us a final stamp of approval. James Engols and Firefighter Mike Kean have taken care of the repairs for us. We will plan to start burns in November once the inspection has been completed.

Chief Redmond reported for Chief Savage on the following:

We just completed a rope class, which certified 10 people; one newly certified member for the District.

We are currently hosting a Hazardous Materials Technician class, provided by the state, and will have two new technicians for the District at the completion.

We are applying for grants and currently have three active grants we are working on.

We are working on becoming a premier reporting agency through the Arizona Department of Health Services.

FINANCIAL REPORT

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

Maria presented the Board with account balances as of September 30, 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 -\$266,110.57; Capital Reserve Fund is \$1,369,089.03; Volunteer Pension Fund ended with \$8,644 and the Leave Reserve Fund ended with \$505,908.07. Maria explained that the District entered into a line of credit as of month-end.

Due to several factors, the District's overtime budget is 10% over where it should be year-to-date. Maria explained that operational changes have been made to address this issue. October sees us 22% over, but we are hopeful that the actions we have taken will correct this issue. Chief Redmond explained that we have placed the battalion chiefs back on the engine to supplement staffing. We do understand that this is a burden for them as they are working on many tasks, so Chief Redmond has given them the leeway to call someone in on overtime for up to 8 hours a shift if needed so they can work on their stuff. The thought process behind this is that if each BC were to have to do this, it still saves us the remaining 16 hours of overtime we were paying for them to be stand-alone BC's. We will continue to stay on top of this issue as we move throughout the fiscal year.

Mr. Barnett made a motion that the board agrees to the balances presented for the month of September 2016. Mr. McMurtrie seconded the motion.

VOTE: 3-0

Motion Carried

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

Mr. Nash asked what we paid to ICC and Integra. Maria answered that ICC is for code enforcement and Integra is our long-distance service. Mr. McMurtrie asked what was paid to Radiation Safety Engineering and Thermo Scientific. Maria informed the board that both vendors were utilized for a HazMat grant.

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

APPROVAL OF MINUTES

A. Regular board minutes of September 21, 2016

Mr. McMurtrie made a motion to accept the regular meeting minutes of September 21, 2016, as presented. Mr. Nash seconded the motion.

VOTE: 2-1 (Mr. Barnett abstained due to his absence last meeting)

Motion Carried

BUSINESS AGENDA

A. AFDA Report

Chief Redmond updated the board on the following:

There are now 54 fire districts that are the \$3.25 cap and 95 fire districts that only have the capacity to increase their budget by \$50,000 before reaching their maximum tax cap.

AFDA is working with any organizations and groups regarding PSPRS, presumptive cancer and cardiac coverage through workers compensation carriers, etc.

Chief Redmond will begin attending the monthly meetings with Chief Miller.

OLD BUSINESS

A. None

ACTION ITEM

A. Discussion and possible action on Terminal Leave Policy.

Maria explained that after discussions at last month's meeting, it was requested by Mr. McMurtrie that we re-evaluate the current terminal leave policy, which currently states that no funds will be utilized from the District's Maintenance and Operating Budget to fund terminal leave requests. The policy being presented amends the language to state that funds may be utilized from the District's Maintenance and Operating Budget and/or the Reserve Leave Account, based on budget allowance.

Mr. McMurtrie made a motion to accept the change to the terminal leave policy. Mr. Nash seconded the motion.

VOTE: 3-0
Motion Carried

B. Discussion and possible action to amend/approve interim Fire Chief's contract.

Mr. McMurtrie made a motion that the board adjourn to executive session. Mr. Barnett seconded the motion.

VOTE: 3-0
Motion Carried

Adjourned to executive session at 8:14 p.m.
Regular session resumed at 9:04 p.m.

Mr. McMurtrie made a motion that the board approves the interim Fire Chief contract with amendments. Mr. Barnett seconded the motion.

VOTE: 3-0
Motion Carried

REQUESTS FROM BOARD MEMBERS FOR FUTURE AGENDA ITEMS

Mr. Barnett informed the board that he will be gone for work next meeting.

ADJOURNMENT

Mr. McMurtrie made a motion to adjourn the Regular Meeting at 9:07 p.m. Motion seconded by Mr. Barnett.

Meeting adjourned at 9:07 p.m.

DATED THIS 21st DAY OF OCTOBER 2016.

A handwritten signature in cursive script, appearing to read "James J. Barnett".

James Barnett
Board Clerk
Fry Fire District Board