

**FRY FIRE DISTRICT
MINUTES OF REGULAR MEETING
April 19, 2017**

CALL TO ORDER

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

ATTENDANCE

Board Members in Attendance: Robert McMurtrie, Board Chairman
 Gilbert Gil, Acting Board Clerk
 Tom Tucker, Board Member via telephone
 Joseph Huish, Board Member
 James Barnett, Board Clerk via telephone

Board Members Absent: None

Command Staff in Attendance: Mark Savage, Fire Chief
 Donnie Gordon, Battalion Chief
 Billy Seamans, Battalion Chief
 Linda Romero, Account Technician

INVOCATION/PLEDGE OF ALLEGIENCE

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

CALL TO THE PUBLIC

Mr. McMurtrie opened the call to the public at 7:00 p.m.

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

Call to the public closed at 7:00 p.m.

COMMAND STAFF'S REPORT/SUMMARY OF CURRENT EVENTS

Chief Savage reported on the following:

He met with KOLD News 13 regarding the fire crew work with fuel reduction.

He advised that we're currently all up to date on our grants.

Chief Savage reported that the Engine Boss IGA is with our attorney, Donna Aversa, for review.

He reported that Capt. John Popp will be starting in the acting BC capacity starting Friday, after his rotation Capt. Kaleb Mauzy will fill the acting BC role. If anyone else is interested there is still an opportunity prior to testing.

He will be meeting with Sierra Vista Fire and Medical on Monday.

Chief Gordon reported on the following:

We are working through training, there is an issue with the thermal couplings in the burn room and the company is coming down to check them. Hope to be back up as soon as possible.

Chief Seamans reported on the following:

March call load was given and reviewed along with a Priority 1/Priority 2 breakdown.

The PPC Summary Report regarding the new ISO rating was handed out to the Board.

Chief Seamans discussed some station improvements for Sta. 361.

FINANCIAL REPORT

A. Review, discussion and possible action on the monthly financial reports for March 2017.

Chief Savage presented the Board with account balances as of March 31, 2017, 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 \$388,381.92; Capital Reserve Fund is \$1,371,402.80; Volunteer Pension Fund ended with \$8,346.11 and the Leave Reserve Fund ended with \$506,762.97.

Mr. Tucker made a motion that the board agrees to the balances presented for the month of March 2017. Mr. Huish seconded the motion.

VOTE: 5-0

Motion Carried

- B. Review and discussion for the warrants issued for the month of February 2017.

Mr. McMurtrie asked what the check to Fry Fire was for; Linda explained that it's our payroll.

There were no further questions regarding the warrants for March 2017.

APPROVAL OF MINUTES

- A. Regular board minutes of March 22, 2017.

Mr. McMurtrie requested a correction to page 3 to reflect that Mr. Tucker seconded the motion. Mr. Gil made a motion to accept the regular meeting minutes of March 22, 2017, with correction. Mr. Tucker seconded the motion.

VOTE: 4-0

ABSTENTION: 1 (Mr. Barnett abstained as he was absent for the 3/22/17 meeting)

Motion Carried

- B. Special board minutes of March 30, 2017.

Mr. Tucker made a motion to accept the regular meeting minutes of March 30, 2017, as presented. Mr. Huish seconded the motion.

VOTE: 4-0

ABSTENTION: 1 (Mr. Barnett abstained as he was absent for the 3/30/17 meeting)

Motion Carried

- C. Special board minutes of April 3, 2017.

Mr. Tucker made a motion to accept the regular meeting minutes of April 3, 2017, as presented. Mr. Gil seconded the motion.

VOTE: 5-0

Motion Carried

- D. Special board minutes of April 7, 2017.

Mr. Tucker made a motion to accept the regular meeting minutes of April 7, 2017, as presented. Mr. Huish seconded the motion.

VOTE: 4-0

ABSTENTION: 1 (Mr. Barnett abstained as he was absent for the 4/7/17 meeting)

Motion Carried

BUSINESS AGENDA

A. AFDA Report

Chief Savage updated the board on the following:

AFDA is tracking the following bills:

H2161: Workers' Comp; Occupational Diseases; Cancer (PFFA/AFDA/AFCA Position: Support)

H2410: Workers' Comp; Occupational Diseases; Heart-Related Cases (PFFA/AFDA/AFCA Position: Support)

S1330: Fire Districts; Pension Fund; Transfer (AFDA Position: Support) has no effect on our district.

H2514: Certificates of Necessity; Service Area (AFDA/PFFA Position: Neutral)

OLD BUSINESS

A. Discussion and possible action on SBA Tower Contract

- i. Input from CCSO
- ii. Input from CIS

Chief Savage updated the board on the status of the SBA Tower Contract, he spoke with CCSO and they have no issues; he also spoke with Steve from CIS who does have some concerns that are being addressed, he's hoping to work with Mr. Gallagher from SBA and Steve from CIS next week to address the concerns from each.

B. Update and discussion on Meet and Confer Resolution

Chief Savage let the board know that this resolution will be ready for the May 17th board meeting.

C. Discussion and possible action on 2-week Board Meetings

Chief Savage requested that another meeting be scheduled in two weeks on May 3rd; he will be at the Fire Academy at the end of May. A short discussion took place.

Mr. Tucker made a motion to have the next board meeting in two weeks on May 3, 2017. Mr. Huish seconded the motion.

VOTE: 5-0

Motion Carried

ACTION ITEM

A. Discussion and possible action on sale of E3651.

Chief Savage suggests we sell this Engine due to its age, safety concerns and the fact that it is not NFPA compliant. Chief Savage also explained that it is a Type I Engine with a 2,000 gallon tank and that removing it from our fleet would not affect our ISO rating; it has not been used in years. He also advised the board that if we receive any grants we will have to remove it due to it not being NFPA compliant.

Mr. Tucker made a motion to sell E3651. Mr. Gil seconded the motion.

VOTE: 5:0

Motion Carried

B. Discussion and possible action on Sta. 361 renovations/capital improvement

Chief Seamans had touched on this earlier in the meeting. Chief Savage recommended that the board consider only addressing the roof and kitchen right now to save some costs until a discussion takes place to determine what to do in regards the manufactured home that is the current quarters. Chief Seamans reported that the roof cost will be approximately \$14,000.00 and the kitchen approximately \$10,000.00, there was discussion regarding the roof and kitchen.

Mr. Tucker made a motion to perform renovations at Sta. 361 at a cost up to \$25,000.00. Mr. Huish seconded the motion.

VOTE: 5-0

Motion Carried

C. Discussion and possible action on Per Diem Firefighter Agreements with Palominas Fire District/Whetstone Fire District

Chief Savage presented the board with the MOU for both PFD/WFD and explained that this will help with short staffing issues by providing us with personnel while saving us on overtime costs. Mr. McMurtrie inquired as to whether we've had legal review on them and took issue that the board had no authority. There was some discussion regarding legal review and what needs to

go through the board, along with clauses they believe should be included in the agreements. The board would like to take the time to review the documents and revisit this at the next board meeting.

Mr. Gil made a motion to table this agenda item until the board meeting on May 3, 2017, and asked the Chief to get legal review on the MOU's. Mr. Huish seconded the motion.

VOTE: 5-0

Motion Carried

- D. Discussion and possible action on Finance Manager Position
 - i. Hire full-time financial manager
 - ii. Outsource services

The board was given a copy of a job announcement for another district for this position, along with a list of fire departments in the state that use the outsource services for review. Chief Savage recommended that we outsource services with James Vincent Group out of Scottsdale, AZ. He's spoke with them and they offer CPA level services for a very reasonable cost of appx. \$3,000.00 per month flat fee. There was some discussion and the board requested that they be given a presentation from James Vincent Group prior to making a decision. Chief Savage will request that a representative come down to review what we have in place next week in order to get a better idea of exactly what services they will be providing.

Mr. Tucker made a motion to move forward with a site visit for a proposal at the May 3, 2017, board meeting. Mr. Huish seconded the motion.

VOTE: 5-0

Motion Carried

- E. Review, discussion and possible action on a transfer from Leave Reserve Account to Maintenance and Operational Account to cover leave payments made in FY2016/2017

Chief Savage requested approval to move funds from the Leave Reserve Account to the M&O to cover leave costs. He provided the board with the leave costs the district has incurred this fiscal year of just under \$110,000.00. We've also been faced with a decrease in ambulance revenue along with increased expenses. There was discussion on the policy regarding leave payments and what account they should be coming out of. Mr. McMurtrie requested that Chief Savage verify the policy as he believes that these payments should not be coming out of the M&O account, if that's correct and they're to be taken from the Leave Reserve account no approval would be necessary. He also asked that Chief Savage forward the policy to the board members.

Mr. Huish made a motion to verify policy and then move forward, giving Chief Savage discretion regarding the movement of funds. Mr. Tucker seconded the motion.

VOTE: 5-0
Motion Carried

F. Discussion and possible action on human resources issues

Mr. Tucker made a motion to adjourn to executive session. Mr. Huish seconded the motion. Adjourned to executive session at 8:03 p.m. Regular session resumed at 8:49 p.m.

Mr. Huish made a motion to give Chief Savage autonomy to work through the HR matters discussed. Mr. Gil seconded the motion.

VOTE: 5:0
Motion Carried

REQUEST FROM BOARD MEMBERS

There were no additional requests from board members during this time.

ADJOURNMENT

Mr. Tucker made a motion to adjourn the Regular Meeting at 8:50 p.m. Motion seconded by Mr. Gil.

Meeting adjourned at 8:50 p.m.

DATED THIS 20th DAY OF APRIL 2017.



Gilbert Gil
Acting Board Clerk
Fry Fire District Board