

**FRY FIRE DISTRICT
MINUTES OF REGULAR BOARD MEETING
September 20, 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, Chairman Joseph Huish, Acting Board Clerk Gilbert Gil, Board Member
Board Members Absent:	James Barnett, Board Clerk Tom Tucker, Board Member
Command Staff in Attendance:	Mark Savage, Fire Chief Donnie Gordon, Battalion Chief John Popp, Acting Battalion Chief Billy Seamans, Battalion Chief Melissa Tomlinson, JVG Linda Romero, Billing Supervisor/Adm Asst
Other Staff in Attendance:	Robert Chavez, FF Kaleb Mauzy, Capt. Scott Price, FF Jon Sayler, FF John Bianculli, FF Steven, JVG

PLEDGE OF ALLEGIENCE/INVOCATION

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

CONFLICT OF INTEREST

Mr. McMurtrie reminded board members that they shall declare any conflict of interest. No board member declared a conflict at this time.

CALL TO THE PUBLIC

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

There were no comments from the public.

Call to the public closed at 7:01 p.m.

COMMAND STAFF'S REPORT

Chief Savage reported that FF Brent Madden has successfully completed the Cochise College Paramedicine Program. He has passed all of the National Registry testing requirements and is our newest Paramedic.

Four personnel attended this year's fire school. Chief Savage completed the New Fire Chief Seminar, BC Seamans and Acting BC Mauzy completed the Executive Fire Officer training, and Fire Marshal Shiver completed a fire protection system course.

Chief Savage explained that Capt. Mauzy expects to be cleared to return to active duty tomorrow and will be moving into the Acting BC position on C-Shift. Capt. Popp will remain on C-Shift.

Chief Savage reported that FF Ferrel, FF Enriquez and Eng Callahan left for the Salmon August Complex fire August 25th; they've worked fourteen days with two off, and will likely be returning towards the end of the month. Brush 365 is on this assignment.

FF Short, FF Starr and FF Clark left for the Orleans Complex on August 20th; they've worked fourteen days with two off and are back in another 14-day cycle. Their work days will end Friday and they should begin traveling back then. He noted that FF Starr is also crew boss qualified and Engine 3662 is on this assignment.

These deployments are increasing some of our personnel costs, but should also generate a little over \$100,000.00 on the apparatus.

Chief Savage reported that our 2016 WFHF Grant amendment was not funded. We're continuing to spend the balance of the funds and are actively exploring other options through the Sentinel Landscape Restoration Partnership.

Chief Savage advised that our invoice for the Clear Fire in northern CA was audited and approved for payment in the amount of \$81,437.15. He noted that he met with Jeff Whitney, the State Forester, at fire school and shared our appreciation for the improvements he has made in the state's payment process.

We have a TRT class scheduled for October, 12 students have registered (including 2 renewals) and payments are starting to come in. SVFMD does not appear to be participating.

BC Gordon reported that we hosted a regional fire training which was two days. A packet regarding this training was provided to the board.

BC Seamans provided and reviewed the incident stats for August 2017. He reported that he is working on the specs for the Type 3 and will schedule a final review for next week. He also advised we've lowered the price on the Engine trying to get it sold. Lastly, he reported that he's been working on getting us set up to get our information to the state in order to be recognized as a premier agency.

BC Popp reported that the roof is finished at Sta 361 and the cabinets are in, the countertops are scheduled to be installed on Thursday.

FINANCIAL REPORT

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

Melissa with JVG gave a power point presentation that included all of the financial statistics. A packet of the presentation was also provided to the board.

Mr. Huish made a motion to accept the financial reports, Mr. Gil seconded the motion.

Vote: 3-0

Motion Carried

B. Review and discussion on the warrants issued for the month of August 2017.

Mr. Huish inquired on a check to Lawley, BC Seamans explained that it was for a medic repair. There were no further questions regarding the warrants issued for the month of August 2017.

C. Review, discussion and possible action on the FY 2017/2018 Capital Reserve Budget.

Melissa with JVG explained that we have spent some funds out of the Capital Reserve account. We have also transferred \$450,000.00 from Capital Reserve to the payroll account in order to avoid paying interest to be on credit line. In doing this, the CC Treasurer's office noted that we have spent more than what was originally budgeted and requested we do an amendment. She explained that we

are allowed to amend the spending amount in the Capital Reserve budget to allow expenditures up to the total available balance as of June 30, 2017, which was \$1,375,058.77. She recommended we make such amendment to allow the funds to be available to us in the instance we need to borrow from ourselves as we did with the \$450,000.00 transfer. This allows us to avoid interest fees and save the district money, once the taxes begin coming in we can pay back the amount of the transfer to make the Capital Reserve fund whole again. There was a brief discussion with the board regarding this amendment.

Mr. Huish made a motion to amend the total budgeted amount in the Capital Reserve budget as outlined above to \$1,375,058.77. Mr. Gil seconded the motion.

Vote: 3-0

Motion Carried

APPROVAL OF MINUTES

A. Regular board meeting minutes of July 19, 2017

Mr. McMurtrie asked Linda to note that Mr. Tucker had been available for a short period of time by phone; this was corrected on the minutes to be signed. There were no further questions regarding the minutes of the regular board meeting on August 16, 2017. Mr. Huish made a motion to accept the minutes of the August 16, 2017, regular board meeting with the annotation. Mr. McMurtrie seconded the motion.

Vote: 2-0

Abstention: 1- Mr. Gil abstained as he was not present at the August 16, 2017 meeting.

Motion Carried

BUSINESS AGENDA

A. AFDA Report

Chief Savage reported that there is no new legislative action to report as they are out of session. The September 7 meeting update focused on PSPRS issues and setting AFDA's legislative agenda. He advised the Division 2 position is still vacant.

OLD BUSINESS

A. Discussion and possible action on the SBA Tower Contract

- i. Sprint antenna upgrades on the towers on Second St. and on Thorneydale Rd.

Chief Savage advised that Sprint has requested consent letters so they can upgrade some of their antennas on our existing towers (Sta. 361 and Thorneydale). They completed a site inspection on Thorneydale. Approval letters have been signed and returned, pending the results of an engineering analysis.

No further progress is anticipated with SBA.

B. Per Diem Firefighter Agreements with Palominas Fire District/Whetstone Fire District

Chief Savage advised there has been no progress on this. He explained that the per diem firefighter issue is no longer as pressing as we are utilizing part time firefighters now. He also noted that Job announcements have been posted for the SAFER Grant positions, we project having written testing and interviews in November 2017. Additionally he commented that Chief Matthews is dealing with some health issues so we've offered any support that they can use during this difficult time.

ACTION ITEMS

- A. Cochise College Collaboration
- i. Business Management (unpaid)
 - ii. Website (paid)

Chief Savage reported that as per Mr. McMurtrie's request, he reached out to Cochise College. We are looking to get an unpaid student in Business Management hopefully next semester. We're also hoping to get a student for the website project within the next week or so, which will be a paid collaboration. No action was taken on this item.

- B. Discussion and possible action on ambulance billing contracts.
- i. Buckeye Valley Fire District

Chief Savage reported that it was found that the billing contracts hadn't been updated in quite some time. As such, the ambulance billing contract signed by Buckeye Valley Fire District was based on an annual call load of 5,250, with an overage fee for each call in excess of this amount. We discovered this figure to be inaccurate and expect that they will run in excess of 6,200 calls this fiscal year. Chief Savage met with Chief Duran and offered to revise the contract to reflect more accurate figures, but they declined the revision as they are aware of the contract outline and have planned and budgeted for any overage fees. He has also met with them twice to discuss a process improvement plan moving forward and they are fully supportive of it. He asked that the board move forward and sign the current contract as is, which Buckeye Valley has already signed.

Mr. Gil made a motion to approve the contract as written. Mr. Huish seconded the motion.

Vote: 3-0
Motion Carried

ii. Trittech Software Systems

Chief Savage advised the board that our current ambulance billing software currently costs approximately \$10,000.00 per year, but requires significant labor to use due to the fact that we are re-entering all patient reports, which is around 10,000 per year. Moving to a cloud-based system would allow us to enter them electronically and focus more on preparing and submitting accurate bills for our customers. There are additional costs with the cloud based system, \$3,000.00 to migrate the data from our current local server to their system and an additional annual cost of approximately 20%. We would like the move to the cloud based system in efforts to streamline our processes.

Mr. Huish made a motion to move forward with the move of the ambulance billing software to the cloud-based version. Mr. Gil seconded the motion.

Vote: 3-0
Motion Carried

REQUEST FROM BOARD MEMBERS

There were no requests from the board at this time.

ADJOURNMENT

Mr. Gil made a motion to adjourn the Regular Meeting at 7:37 p.m. Motion seconded by Mr. Huish.

Meeting adjourned at 7:37 p.m.

DATED THIS 24th DAY OF SEPTEMBER 2017.



Joseph Huish (Clifford Gil for Joseph Huish)
(Acting) Board Clerk
Fry Fire District Board