

**FRY FIRE DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
December 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, Board Chairman  
James Barnett, Board Clerk  
Gilbert Gil, Board Member  
Joseph Huish, Board Member  
Thomas Tucker, Board Member (by phone)

Board Members Absent: None

Command Staff in Attendance: Mark Savage, Fire Chief  
Billy Seamans, Battalion Chief  
Donnie Gordon, Battalion Chief  
Melissa Tomlinson, JVG  
Steven Rodriguez, JVG  
Linda Romero, Billing Supervisor/Adm Asst

Others in Attendance: Dennis Ferrel, FF  
Mike Shamas, FF  
Mike Kean, FF  
Luis Canez, Capt  
Jared Haros, FF  
Ben Keating, Eng  
Nathan Aho, FF

**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 reminded the board that the AFDA Conference is January 11-13, 2018. He asked that those interested in attending please let us know what courses they'd like to attend so we can get them registered. Mr. Gil has turned in his registration and Mr. Tucker needs to cancel; we will just switch names and classes since we have already registered Mr. Tucker.

Chief Savage reported that Arizona's 53<sup>rd</sup> Legislature, 2<sup>nd</sup> Session, will commence on January 8<sup>th</sup>. So far, 70 bills have been pre-filed in advance of the session, 14 of which are being tracked by AFDA.

On Tuesday the U.S. House of Representatives passed HR4991 which supports additional funding for AFG and SAFER grants. S. 829 was previously passed by the Senate.

The AFG process will open within the next few weeks. We're planning to sponsor a regional radio grant request as well as another AFG request.

Chief Savage reported that we are working with ADP to improve the level of services we're able to provide our employees. We expect to have online access available for them within the next week.

Chief Savage noted that Michael Starr is at the Thomas Fire in California with a Type 6 Engine from Bisbee, along with two of their firefighters. Their last expected work day is Thursday and we expect them to return in time for Christmas. This is the first assignment we've done with Bisbee and are excited about the progress we'll be able to demonstrate under our Wildland IGA.

FF Rafael Enriquez has received temporary approval as an Engine Boss, bringing our total to 8 deployable ENGB's. FF John Clark has been approved as an FFT1.

We have completed another Stop the Bleed course for Sierra Vista Unified School District and are scheduled to assist the Cochise County Office of Emergency Services with a second CERT Training class in January (13, 20 & 27). We'll also be supporting a Rescue Task Force class for Benson Fire in January with dates to follow.

Coronado National Monument has reached out to us to explore confined space rescue support for a project they're planning. FF Ferrel has Confined Space Rescue and Swift Water Rescue courses scheduled for early spring 2018.

Chief DeWolf requested data on EMS calls in Palominas Fire District. We transported approximately 106 patients from Palominas since last November, generating \$90,000.00 at most. He questioned the feasibility of an overlapping CON for that area so their personnel could maintain their EMS skills. We've offered them the opportunity to ride with our personnel at Sta. 365 if they're interested in some additional patient contact.

The Firefighters' Christmas Drive is Saturday 12/23/17 at Sta. 201 on Fry Boulevard at 8am; Bag and Tag will begin the day before at 2pm; if anyone is interested in volunteering to pack or deliver toys just show up.

Chief Savage reported that he will be meeting with Chief Bidon tomorrow to discuss operations in Huachuca City and answer any questions he may have about the prior IGA between the Town of Huachuca City and Fry Fire District. We are continuing to provide ambulance responses for patients requiring transport within our CON there, E324 has been responding from the Huachuca City fire station.

Chief Savage met with Chief Castillo from Bisbee Fire Department regarding the potential for shared services and personnel. They discussed potential IGA's for shared services in addition to the existing Wildland IGA.

We have selected three SAFER employees – Pete Chavez, Nicholas Rivera and James Wallace. We are planning to put them through a two-week training process beginning January 15<sup>th</sup> and bring them online February 1<sup>st</sup>.

We are finalizing the promotional process for the Battalion Chief testing; we anticipate the test dates January 23 and 24, 2018.

Chief Savage advised that the compensation/benefits study is still ongoing. Brenda Tranchina is comparing our pay/benefits to similar fire districts with budgets between \$4M and \$10M and includes the City of Douglas as well as Sierra Vista Fire and Medical Department. Mrs. Tranchina spoke with Linda this week regarding administrative job descriptions and duties.

BC Seamans provided incident stats to the board.

He advised he has received three bids and one no bid for the Type III. He will get the committee together to review the bids and make a recommendation.

BC Seamans reiterated that we are working on the radio grant as the host agency.

Lastly, he reported that the Pumper is now on public surplus and he's been working with a guy in Alabama who is potentially interested in purchasing it.

## **FINANCIAL REPORT**

- A. Review, discussion and possible action on the monthly financial reports for November 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. She also reiterated that on Bill.com Chief Savage is the payer on purchases less than \$10,000.00; the board members will still need to sign checks over \$10,000.00. All board members will have the same access and can log in at any time they wish. We are hoping this change will speed up the payment process.

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

Vote: 5-0  
Motion Carried

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

There were no questions regarding the warrants issued for the month of November 2017.

- C. Review and discussion on the Bill.com accounts payable system

Melissa with JVG gave a demonstration on the Bill.com process and reviewed the system with the board. She also showed them how to change their email settings for notifications.

## **ACCEPTANCE OF MINUTES**

- A. Regular board meeting minutes of November 15, 2017

Mr. Huish made a motion to accept the regular board meeting minutes of November 15, 2017. Mr. Tucker seconded the motion.

Vote: 3-0  
Motion Carried

Abstention: Mr. Barnett and Mr. Gil abstained as they were not present at the regular board meeting on November 15, 2017.

## **OLD BUSINESS**

### **A. Discussion and possible action on SBA Tower Lease Contract**

Chief Savage reported that he has received a contract with an option to purchase the tower at the end of term, along with a 5-year prepayment provision, and a non-compete clause for the services we are currently providing to Sprint. There is also a provision for additional rent in the event that other cellular providers utilize the SBA tower. He recommended the board approve the contract as modified.

Mr. Gil made a motion to approve the contract as modified. Mr. Tucker seconded the motion.

Vote: 5-0

Motion Carried

## **NEW BUSINESS**

### **A. Discussion and possible action on salary/benefits study**

There is no action to be taken on this item at this time. Brenda Tranchina has the survey completed and Chief Savage is planning on putting together a work session in mid to late January to begin evaluating our options and their impact on our long-term financial sustainability.

### **B. Discussion and possible action on PSPRS benefits**

There is no action to take at this time. PSPRS has notified us that they've determined the pre-judgement interest rate; we have forwarded them the information they needed from us on the dates of refunds and are waiting for them to get back to us. Employee payments are anticipated to take place in January 2018.

### **C. Discussion and possible action on Light Duty Policy**

Chief Savage explained that this will replace an unwritten policy that required employees to be off duty for 6 months or more, and only allowed light-duty work during their regularly scheduled shifts. The new policy would require a minimum of one month off to qualify for light duty and allow employees to work up to 40 hours per week towards their regular 56 hour per week schedule.

Mr. Barnett made a motion to accept the policy. Mr. Gil seconded the motion.

Vote: 5-0

Motion Carried

D. Discussion and possible action on FFD Board Bylaws

Chief Savage reported that he has received suggested edits from Mr. Barnett and is looking for any additional suggestions as well. The Board requested Chief Savage forward them Mr. Barnett's suggestions so they can add to them. This item will be moved to the next meeting after review.

No action was taken on Item D.

**REQUEST FROM BOARD MEMBERS**

There were no requests from the board at this time. Melissa advised the board that the auditor will present the draft audit at the next board meeting

**ADJOURNMENT**

Mr. Barnett made a motion to adjourn the Regular Meeting at 8:17 p.m. Motion seconded by Mr. Huish.

Meeting adjourned at 8:17 p.m.

DATED THIS 27<sup>th</sup> DAY OF DECEMBER 2017.

James Barnett  
Board Clerk  
Fry Fire District Board