

**FRY FIRE DISTRICT  
MINUTES OF SPECIAL BOARD MEETING  
July 18, 2018**

**CALL TO ORDER**

Mr. Gil called the Regular Meeting of the Fry Fire District Board to order at 7:02 p.m.

**ATTENDANCE**

Board Members in Attendance:      Gilbert Gil, Acting Chairman  
   Joseph Huish, Acting Clerk  
   Thomas Tucker, Board Member

Board Members Absent:                Robert McMurtrie, Board Chairman  
   James Barnett, Board Clerk

Command Staff in Attendance:      Mark Savage, Fire Chief  
   Linda Romero, F&A Mgr  
   Melissa Tomlinson, JVG  
   Billy Seamans, BC

**PLEDGE OF ALLEGIANCE AND INVOCATION**

Mr. Gil led the Pledge of Allegiance and gave the invocation.

**CONFLICT OF INTEREST**

Mr. Gil 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. Gil opened the call to the public at 7:03 p.m.

There were no comments from the public.

Call to the public closed at 7:03 p.m.

**EMPLOYEE RECOGNITION**

Chief Savage explained that Rafael Enriquez is unable to attend this evening due to family obligations. Rafael was recently promoted to Engineer and has been a

strong member of the Wildland Team. He is expected to be present at next month's meeting for the presentation of his bugles.

Chief Savage also advised the board that Michael Bocook, who is a newly hired part-time firefighter, was unable to attend this evening as he is employed full-time with Palominas Fire District and is on shift.

## **COMMAND STAFF'S REPORT**

Chief Savage reported that August 6<sup>th</sup> is the last day to file candidate nomination petitions for the November 6<sup>th</sup> fire board elections. November 6<sup>th</sup> is the General Election; required legal notices were published in today's paper.

The GOHS Child Safety Seat Grant has arrived, FF Brent Madden has worked with Walmart to purchase 125 child safety seats. The AFG radio grant and gaming grants are still in the running. We are also waiting for formal approval on some additional funding for fuel reduction. We have received tentative approval on the 2018 WFHF grant application for approximately \$80,000 to perform fuel reduction in the Ramsey Canyon, Dead Bear Draw and Carr Canyon areas.

SEACOM is up and running, station tones went online at 4am this morning. There are no obvious issues yet. PulsePoint is still in the works and the JPA Board is still working on the price structure.

Chief Savage reported that we received Premier EMS Agency Recognition from AZDHS today. This wouldn't have been possible without work from BC Seamans and Capt Hall to develop our EMS data transfer protocols and improve our internal QA system and policies.

T366 is back from the Weston Pass Fire in Colorado. The state is starting to fill out of state resource orders again. BC Mauzy has been approved for the local/state Wildland Red Card Committee. FF Wallace has submitted an Engine Boss Trainee packet and is expected to be approved at their next meeting. We held two additional classes for CCSO / Geronimo personnel on basic wildfire operations.

Chief Savage reported that he met with Chief DeWolf today. Changes are pending with Palominas Fire District staffing and automatic aid responses; they are still limited to BLS only coverage at this time. They are hoping to go to four personnel on duty daily with two at Sta 193 and two at Sta 191. They will not be responding out of district when par 3, which they estimate to be approximately 2-3 times per month.

Chief Savage reported that he is still working with SVFMD to resolve automatic aid response issues. He has a meeting scheduled with them on August 8<sup>th</sup> to

discuss what resources they're willing to share and how we can help them moving forward.

We have three personnel offline. BC Gordon is still working to rehab his shoulder. Eng Wayne is still out on active duty with the National Guard through September 2018. Capt Cañez had a successful surgery and is expected to be out for approximately four months. We had one employee resign and are currently advertising for a full-time firefighter and will be accepting applications through August 10, 2018.

Sta. 366 bathroom shower renovations are ongoing.

BC Seamans presented handouts to the board with area totals for the month of June 2018 and reviewed these statistics. He also noted that they have developed specifications for a new ambulance and hope to have it finalized by next month.

## **FINANCIAL REPORT**

A. Review, discussion and possible action on the monthly financial report for June 2018.

Melissa from JVG gave a PowerPoint presentation reflecting the financial reports for June 2018.

Mr. Tucker made a motion to accept the June 2018 financial reports. Mr. Huish seconded the motion.

Vote: 3-0  
Motion Carried

B. Review and discussion on the warrants issued for the month of June 2018.

There were no questions regarding the June 2018 warrants.

C. FY2018/19 Budget Update.

Melissa noted that we closed out the fiscal year and transferred the remaining funds. We will be completing the forms and submitting them to the Treasurer's Office by their due date August 1, 2018.

## **APPROVAL OF MINUTES**

A. Regular Board Meeting on June 20, 2018.

M. Huish made a motion to approve the Regular Board Meeting minutes of June 20, 2018. Mr. Gil seconded the motion.

Vote: 2-0

Abstention: 1 (Mr. Tucker abstained as he was not present at the regular board meeting on June 20, 2018.)

## **OLD BUSINESS**

### A. Update on Sta 366 appraisal

Chief Savage noted that he spoke with the BLM regarding the reversionary interest for Sta 366 and answered the questions they had regarding water rights. They anticipate the appraisal to cost approximately \$8k which is down from the original estimate of \$10k.

## **NEW BUSINESS**

### A. Discussion and possible action regarding FY 17/18 Audit RFP.

Melissa advised that we had sent out six RFP's and received five proposals, all within our budgeted amount of \$15k. She pointed out the differences and recommended we go with the proposal from KLK for our FY17/18 audit.

Mr. Tucker made a motion to accept the proposal from KLK. Mr. Huish seconded the motion.

Vote: 3-0

Motion Carried

### B. Discussion and possible action regarding Purchasing and Purchase Order Policy.

Chief Savage advised that this new policy puts more controls and oversight in place and allows some shifting of responsibility. This puts rules in place requiring approval for non-recurring expenses over \$500 and adds consistent procurement guidelines.

Mr. Huish made a motion to approve the Purchasing and Purchase Order Policy. Mr. Tucker seconded the motion.

Vote: 3-0

Motion Carried

C. Discussion and possible action regarding Computer (MDC) Purchases.

Chief Savage advised that we would like to replace three MDC's and are asking approval to purchase three computers and mounts for approximately \$15k.

Mr. Huish made a motion to approve the purchase of three toughbooks and mounts. Mr. Tucker seconded the motion.

Vote: 3-0

Motion Carried

D. Discussion and possible action regarding Special Appointment Policy.

Chief Savage explained that this policy would clean up the language regarding whether to use a promotional eligibility list or not for acting positions. He also recommended removing the pay clause that limits acting pay to the lowest paid employee in the position and to continue past practice of 9-12% pay increase for hours worked in an acting position beyond 28 days.

Mr. Tucker made a motion to accept the policy with the pay clause removed. Mr. Huish seconded the motion.

Vote: 3-0

Motion Carried

**REQUEST FROM BOARD MEMBERS**

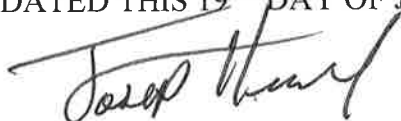
There were no requests from the board at this time.

**ADJOURNMENT**

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

Meeting adjourned at 7:37 p.m.

DATED THIS 19<sup>TH</sup> DAY OF JULY 2018.



Joseph Huish  
Board Clerk (Acting)  
Fry Fire District Board