

**FRY FIRE DISTRICT
MINUTES OF REGULAR BOARD MEETING
August 21, 2019**

CALL TO ORDER

Mr. Andersen called the Regular Meeting of the Fry Fire District Board to order at 7:01 p.m.

ATTENDANCE

Board Members in Attendance: Eric Andersen, Board Clerk (Acting Chairman)
 Robert McMurtrie, Board Member (by phone)
 Thomas Tucker, Board Member (by phone)
 Norman Sturm, Board Member (by phone)

Board Members Absent: Joseph Huish, Board Chairman

Staff in Attendance: Mark Savage, Fire Chief
 Diana Jones, Billing Supervisor
 Melissa Tomlinson, JVG
 Gabe Buldra, JVG
 Billy Seamans, BC
 Mike Kean, ENG
 Joe McKearney, FF
 Nicholas Rivera, FF
 Walter Webb, FF

PLEDGE OF ALLEGIANCE AND INVOCATION

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

CONFLICT OF INTEREST

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

There were no comments from the public.

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

EMPLOYEE RECOGNITION

Chief Savage introduced Firefighter / Paramedic Joe McKearney, a new probationary hire.

APPROVAL OF MINUTES

A. Regular Board Meeting on July 17, 2019.

Mr. Tucker made a motion to accept the Regular Board Meeting minutes of July 17, 2019. Mr. McMurtrie seconded the motion.

Vote: 3-0. Mr. McMurtrie abstained.
Motion Carried.

COMMAND STAFF'S REPORT

Chief Savage provided an update on our Premier EMS Agency provider recognition from Arizona Department of Health Services, largely due to work done by Captain Hall, our renewal was approved through 2022.

The Cochise County Hep A outbreak response is winding down. Chief Savage and Firefighter Shamas provided support to the Cochise County Health Department at the Douglas Prison administering approximately 600 vaccines to inmates.

Chief Savage stated we are current on Staffing for Adequate Fire and EMS Response and Wildland Fire Hazardous Fuels Grants. The Ft Grant crew cleaned up the southern corner of Ramsey Canyon where it borders the wilderness. We are still working with The Nature Conservancy to establish a daily rental agreement for the use of their chipper, specifically to provide the Tucson crew with some support because their chipper has been down.

Chief Savage thanked Firefighters Ferrel and Brown for submitting a 2020 Governor's Office of Highway Safety grant application. Initial indications are positive, and we are hoping to receive \$25,000 for extrication equipment.

Chief Savage provided a 48/96 performance update noting individual fire training hours are up and minimum staffing days were relatively unchanged from June, we are continuing to trend better than last year and part-time EMS personnel are anticipated to help us continue improving staffing levels.

James Vincent Group (JVG) set us up with a paperless process to track our credit card receipts. Rachel Waterbury successfully submitted payroll this week as Linda Romero officially resigned last week. Chief Savage reported working with Donna Hilton to prepare an updated employee satisfaction survey for distribution

next month. We will be able to compare responses from a similar survey in 2017 and collect new data.

The Southeast Arizona Communications Center (SEACOM) Board met and approved the addition of the U.S. National Park Service (Coronado Memorial) to SEACOM. The structural analysis was approved by SBA for relocating our FP1 receiver at the Thorneydale site. We are waiting on a bid from Gila Communications and approval from SBA for their employees to work on the tower.

Cochise County IT (CCIT) is about eight months behind schedule on our Office 365 upgrade and server transitions. We have an agreement with CDW-G for licensing. Chief Savage reached out to Cochise County IT Director, Joe Casey, to get a better estimate on the transition, or a release from our agreement, and hopes to meet with him later this week or early next week.

There is no progress to report with the Palominas Fire District (PFD). Chief Savage has a meeting scheduled with Chief DeWolf to discuss PFD support and concerns about automatic aid.

Chief Savage met with the Cochise College Dean of Nursing, Emergency Medical Services and Fire Science, and provided her a tour of our live-fire training facility at station 366. We've offered to help support their fire science program and anticipate continuing to explore a partnership with the college. Chief Savage believes the college was pleasantly surprised with what our facilities have to offer. We have personnel ready to support the EMS curriculum as well.

Chief Savage reported we are still working with Rosenbauer to resolve issues with the Type-3 Engine. The expected delivery date is August 27, 2019 – approximately five months overdue. As a result of the delay we were unable to fill wildland assignments that we could have accepted if the truck was here on time.

Board Members were provided a rough draft of the five-year strategic plan and asked to respond with any suggestions or comments.

BC Seamans provided the Board Members incident statistics for July. There were some discrepancies with reports from the previous month on how much time we spent on scene and our turnout times. Reports were generated from a different system that has our average turnout times for July at 1 minute 32 seconds. On average we spent 37:03 on scene. Most of our calls occur on Tuesday and Wednesday between 7:00 am and 7:00 pm.

Mr. Andersen stated there has been negative press in the paper regarding SEACOM and asked if the issues have been resolved. Chief Savage stated he did not read the article, but believes that some comments may have been taken out of

context. Commander Chris Hiser from the Sierra Vista Police Department and Commander Sam Ferris from the Cochise County Sheriff's Office are currently co-directing SEACOM and they are making significant progress in resolving problems and recruiting new membership.

Mr. Andersen asked if wildland fire fuels reduction within the District can be added to the strategic plan. Chief Savage answered, yes.

FINANCIAL REPORT

A. Review, discussion and possible action on the monthly financial report for July 2019.

Melissa from JVG gave a PowerPoint presentation reflecting the financial reports for July 2019. A discussion followed.

Mr. Sturm made a motion to accept the July 2019 financial reports. Mr. McMurtrie seconded the motion.

Vote: 4-0.

Motion Carried.

OLD BUSINESS

A. Update on Sta. 366 patent from BLM.

Chief Savage advised there is no news from BLM.

No action was taken on this agenda item.

B. Update on MOU with FHFD.

Board Members were provided a copy of the MOU effective through November 2021. A discussion followed.

No action was taken on this agenda item.

NEW BUSINESS

A. Review, discussion and possible action on engagement of Keegan, Linscott & Kenon, PC for our annual audit.

Chief Savage provide an engagement letter from Keegan, Linscott & Kenon PC (KLK), the same company that provided our financial audit last year. Melissa Tomlinson advised KLK will assist JVG in preparing a full comprehensive annual financial report (CAFR) for submission to the Government Finance Officers

Association for consideration of an Excellence in Financial Reporting award. We are working to continue improving our financial controls and increasing transparency with our finances and will continue to provide the public with more information.

Mr. McMurtrie made a motion to accept Keegan, Linscott & Kenon, PC to perform our annual financial audit. Mr. Sturm seconded the motion.

Vote: 4-0.

Motion Carried.

B. Review, discussion and possible action on purchase of Lucas CPR devices.

Chief Savage stated of the three devices personnel reviewed, the Lucas system was recommended for its portability, reliability and service-ability. We can purchase three for our front-line medic units this year and spread the payments out over three years, rather than spreading the purchase out over the next two years.

Mr. Tucker made a motion to approve purchasing the Lucas CPR devices. Mr. McMurtrie seconded the motion.

Vote: 4-0.

Motion Carried.

C. Review, discussion and possible action on Thorneydale easement.

Chief Savage reported on two issues with the easement on Thorneydale. A discussion followed.

Mr. McMurtrie made a motion to pay the tax lien on the Thorneydale easement. Mr. Sturm seconded the motion.

Vote: 4-0

Motion Carried

Mr. McMurtrie made a motion to approve allowing the commission of a space for a concrete pad to support USPS mailboxes on the Thorneydale easement so long as existing easements, antenna access, and other utilities were not negatively impacted. Mr. Sturm seconded the motion.

Vote: 4-0

Motion Carried

D. Review, discussion and possible action on Sta. 365 remodel request for qualifications.

Chief Savage provided Board Members with a draft request for qualifications for the fire station remodel, design architectural and engineering services for Station 365 at 4817 S Apache Ave. and requested all Board Member comments by the second week of September. A discussion followed.

No action was taken on this agenda item.

REQUEST FROM BOARD MEMBERS

There are no requests from the Board.

ADJOURNMENT

Mr. McMurtrie made a motion to adjourn the Regular Meeting at 7:52 p.m.
Motion seconded by Mr. Sturm.

Meeting adjourned at 7:52 p.m.

DATED THIS 22nd DAY OF AUGUST 2019.



Eric Andersen,
Board Clerk
Fry Fire District Board