

**FRY FIRE DISTRICT
MINUTES OF REGULAR BOARD MEETING
September 18, 2019**

CALL TO ORDER

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

ATTENDANCE

Board Members in Attendance: Joseph Huish, Board Chairman
Eric Andersen, Board Clerk
Thomas Tucker, Board Member (by phone)

Board Members Absent: Robert McMurtrie, Board Member
Norman Sturm, Board Member

Staff in Attendance: Mark Savage, Fire Chief
Diana Jones, Billing Supervisor
Melissa Tomlinson, JVG
Billy Seamans, BC
Kaleb Mauzy, BC

Many District employees and their family members were present for part of the meeting.

PLEDGE OF ALLEGIANCE AND INVOCATION

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

CONFLICT OF INTEREST

Mr. Huish 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 7:01 p.m.

There were no comments from the public.

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

EMPLOYEE RECOGNITION

Chief Savage recognized Engineer Michael Kean for successful completion of his Paramedic testing. His promotion requirements for becoming an Engineer have been met.

Chief Savage recognized Firefighter Michael Bocook for successful completion of Firefighter probation. Chief Savage administered the loyalty oath and presented FF Bocook with his Firefighter badge and new helmet shield.

APPROVAL OF MINUTES

A. Regular Board Meeting on August 21, 2019.

Mr. Andersen made a motion to accept the Regular Board Meeting minutes of August 21, 2019. Mr. Tucker seconded the motion.

Vote: 3-0.

Motion Carried.

COMMAND STAFF'S REPORT

Chief Savage reported on staffing changes. We are accepting applications for a full-time firefighter due to Probationary Firefighter / EMT Aho's resignation, and we have 27 applicants to process for the Part-Time Firefighter / EMT position.

Captain Allred and Engineer Haros completed the Incident Safety Officer Course and Firefighters McKearney and Bocook completed Fire Instructor I training at this year's State Fire School. Four of our Officers are enrolled in the Blue Card Incident Command course in Tubac next month.

The Board Members were provided reports from this year's Employee Satisfaction Survey 2019. The results show remarkable improvement when compared to the data collected in 2016. Chief Savage advised the Board that staff will be working to continue improvements in areas where appropriate.

Chief Savage stated we are continuing to work on the Staffing for Adequate Fire and EMS Response and Wildland Fire Hazardous Fuels Grants. We are competing with other fuel reduction projects now for fire crews but anticipate getting the Douglas crew in Ramsey Canyon within the next couple weeks. The reallocated funding on the 2015 Grant will expire at the end of this year. The Nature Conservancy (TNC) chipper agreement on tonight's agenda should help us with ensuring the continuity of operations in the event a crew experiences chipper issues.

Chief Savage thanked Firefighter Ferrel and Engineer Brown for submitting a 2020 Governor's Office of Highway Safety grant application. The contract is also on tonight's agenda and will provide \$25,000 for extrication equipment.

Chief Savage also thanked Fire Marshal Ed Shiver for submitting a 2020 Fire Prevention and Safety Grant application supported by the L4913 and the IAFF. We received the \$5,000 award for residential smoke detectors that will be installed over the course of next year.

Chief Savage provided a 48/96 performance update noting individual fire training hours were below average, 2-man engine company days were down from July and staffing is trending better than last year. Fuel costs were also down for August although that is likely due to a limited fire season. Part-time EMS personnel will continue improving staffing levels.

Rachel Waterbury is continuing to work on improving the payroll process and systematizing our employee benefits platform. Diana Jones and Chief Savage had a very productive meeting with the new Nogales Fire Chief, Jeff Sargent. He was able to quickly correct an issue we were having with a payer contract for the City of Nogales.

The Southeast Arizona Communications Center (SEACOM) Joint Powers Authority met and approved the addition of Palominas Fire District to SEACOM. We are still waiting on Gila Communications to relocate the Thorneydale tower antenna. The Operations Committee is reviewing Emergency Medical Dispatch (EMD) platforms which should streamline dispatcher training, improve consistency across dispatchers, and have the potential to provide pre-arrival instructions to callers.

Cochise County IT (CCIT) received our software licenses for Office 365 and will start testing email tomorrow morning. Everything has been copied from our outdated server. When they complete the Office 365 migration, and everyone has been moved to the cloud for email they will finish the server migration.

Chief Savage met with Chief DeWolf from the Palominas Fire District (PFD). We are working on delivering basic ambulance driver training to their personnel so they can drive our medics to the hospital when there is a high-acuity patient. Our insurance covers their personnel. Regular staffing for PFD is four (two at each station), when staffing is down to three, they consolidate at Station 191 and are unwilling to respond with any more than a single person. We are working to collect additional data on the frequency of their minimum staffing and response refusals. We have requested they notify us when their staffing is down at change of shift.

Automatic Aid is going well with the Sierra Vista Fire and Medical Department. Brad Dever was recently promoted to Battalion Chief and Deputy Chief Ryan has resigned.

The Type-3 Engine has been accepted, is in-service, and is available for wildland orders. There are a few minor details that require attention; however, the transmission, power take-off pump, and Compressed-Air Foam system are all working well. Information regarding the payoff and extended warranties was provided to the Board Members previously.

The LUCAS CPR devices approved last month have been received, the in-service training has been completed, and they are now on our three front-line ambulances.

BC Seamans provided the Board Members incident statistics for August. BC Seamans reported there were 327 calls for August with only 34% overlapping – a direct reflection of wildland numbers taken out of the equation. The average response time is up and the amount of calls from Station 366 increased. Turnout times are at 00:01:42, significantly lower than NFPA standards. On-scene time has also decreased. The Type-6 and Type-1 Medic specifications are complete and the Type-1 Engine specifications for the initial draft should be finalized tomorrow.

Mr. Andersen confirmed with Chief Savage Fry Fire, Whetstone Fire and Palominas Fire Districts are all with SEACOM. Chief Savage added in addition to the City of Sierra Vista and Cochise County; Naco Fire District, the U.S. National Park Service Coronado Memorial, and the Town of Huachuca City. Chief Savage fills the seat for the Fire Districts.

FINANCIAL REPORT

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

Melissa from James Vincent Group (JVG) gave a PowerPoint presentation reflecting the financial reports for August 2019. A discussion followed.

Mr. Andersen made a motion to accept the August 2019 financial reports. Mr. Tucker seconded the motion.

Vote: 3-0.

Motion Carried.

OLD BUSINESS

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

Mr. Andersen asked if we have considered tiering the items of importance. Chief Savage said community and employee meetings and feedback will help with that process. A revised draft will be provided at the October Board Meeting.

No action was taken on this agenda item.

NEW BUSINESS

A. Review, discussion and possible action on the FFD 2020-2025 Strategic Plan.

Chief Savage provided a final draft of the 2020-2025 Strategic Plan, a discussion followed. Mr. Huish asked if the Plan will be reviewed annually. Chief Savage requested the annual review to occur each December with the initial review starting this year.

Mr. Tucker made a motion to accept the Fry Fire District 2020-2025 Strategic Plan to be reviewed annually in December. Mr. Andersen seconded the motion.

Vote: 3-0.

Motion Carried.

B. Review, discussion and possible action on Chipper Rental Agreement with TNC.

Chief Savage provided Board Members a permit for use of equipment from The Nature Conservancy. The contract will allow us to use their chipper at \$200 a day for projects that are grant-funded and not funded under our operations budget. There will be no charge for use on community service events thanks to our current MOU. A discussion followed.

Mr. Tucker made a motion to approve the Chipper Rental Agreement with TNC. Mr. Andersen seconded the motion.

Vote: 3-0.

Motion Carried.

C. Review, discussion and possible action on GOHS Contract 2019-AI-013.

Chief Savage reported we have a contract from the Governor's Office of Highway Safety for \$25,000 to be used for extrication equipment.

Mr. Andersen made a motion to approve the GOHS Contract 2019-AI-013. Mr. Tucker seconded the motion.

Vote: 3-0

Motion Carried

D. Review, discussion and possible action on Automatic Aid Agreement with Palominas Fire District.

Chief Savage provided Board Members with a copy of the current automatic aid agreement with PFD from 2007. A discussion followed.

Mr. Andersen asked for an explanation on the response for any issue occurring on our border with PFD. Chief Savage stated the original response plans were designed to have the closest most-appropriate unit respond; however, areas within the Fry Fire District are closer to PFD Station 193 than our own stations. PFD ceased responding to our low-acuity calls approximately a year ago but more recently is refusing to respond to our high-acuity calls and structure fires if they have fewer than 4 personnel on duty. Recent refusals took place post-dispatch without any prior notice from PFD regarding their staffing.

Mr. Tucker expressed concern with their inability to communicate with us regarding their staffing levels and concerns about their ability to respond to significant wildland interface or structure fires. Chief Savage stated he is confident in the experience and training of our personnel and apparatus as well as our relationships with Sierra Vista and Ft. Huachuca Fire Departments. We also have a robust fuel reduction program in our highest-risk areas; we also have strong relationships with the US Forest Service, AZ State Land and BLM.

Mr. Andersen asked if Chief DeWolf noticed anything in the contract that requires attention. Chief Savage said they did not discuss the specific contract requirements just the changes that DeWolf instituted since Leiendecker and Matthews left.

Mr. Tucker asked for clarification about our CON. Chief Savage stated our ambulance CON stops at the San Pedro River on the eastern boundary and the Mexico border on the south. Bisbee Fire provide coverage for PFD residents east of the river.

Mr. Tucker would like to discuss the growth from Miller Canyon Road to S Coronado Memorial Road later.

Mr. Huish asked how often PFD declines to respond to a call in our CON. BC Seamans said there is no way to answer that question because we're not receiving the information directly from PFD. Chief Savage said we may need to have our personnel start calling them each shift for staffing levels since they are not contacting us. Mr. Tucker said he would like for us to document the responses.

No action was taken on this agenda item.

REQUEST FROM BOARD MEMBERS

Mr. Andersen requested a line item on bond project updates for future board meetings.

ADJOURNMENT

Mr. Andersen made a motion to adjourn the Regular Meeting at 8:12 p.m. Motion seconded by Mr. Tucker.

Meeting adjourned at 8:12 p.m.

DATED THIS 19th DAY OF SEPTEMBER 2019.

A handwritten signature in cursive script, reading "Eric Andersen", is written over a horizontal line.

Eric Andersen,
Board Clerk
Fry Fire District Board