

**FRY FIRE DISTRICT
MINUTES OF REGULAR BOARD MEETING
October 16, 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
Norman Sturm, Board Member
Thomas Tucker, Board Member (by phone)

Board Members Absent: Robert McMurtrie, Board Member

Staff in Attendance: Mark Savage, Fire Chief
Diana Jones, Billing Supervisor
Melissa Tomlinson, JVG
Steven Rodriguez, JVG
John Popp, BC (by phone)

PLEDGE OF ALLEGIANCE AND INVOCATION

Mr. Huish led the Pledge of Allegiance and Mr. Sturm 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. Huish opened the call to the public at 7:02 p.m.

There were no comments from the public.

Call to the public closed at 7:02 p.m.

APPROVAL OF MINUTES

A. Regular Board Meeting on September 18, 2019.

Mr. Andersen made a motion to accept the Regular Board Meeting minutes of September 18, 2019. Mr. Sturm seconded the motion.

Vote: 4-0.

Motion Carried.

COMMAND STAFF'S REPORT

Chief Savage recognized Firefighter / Paramedic Michael Shamas for being selected as the 2019 Elk's Firefighter of the Year. Gabe Lavine, the Cochise County Office of Emergency Services Director, sent letters of appreciation to Battalion Chief Mauzy and Captain Short for their support with the Rescue Task Force training with county law enforcement agencies and the US Border Patrol in Tombstone. We have also received a recommendation for the Firefighter Commendation Award for Engineer / Paramedic Philip Allred and Captain / Paramedic Jennie Allred for their involvement in the Handtevy project.

Chief Savage reported on staffing changes. We have selected several Part-Time EMS personnel and are hoping to start them November 1, on day shifts from 0800-2000, to improve minimum staffing and help with ambulance calls in some of our rural response areas. Fingerprints and drug screens are underway with basic ambulance operations training pending.

We have 13 applicants who have passed the written exam and are scheduled for physical testing for two Full-Time Firefighter vacancies.

Captains Canez and Lacaillade and Engineers Clark and Haros are enrolled in the Blue Card Incident Command course next week in Tubac. Battalion Chief Popp is currently attending the BC Academy in Avondale.

We are planning to rotate Battalion Chiefs across shifts starting in January to continue developing their leadership skills and round out their organizational perspective.

Chief Savage stated we are continuing to work on the Staffing for Adequate Fire and EMS Response (SAFER) and Wildland Fire Hazardous Fuels Grants. The policy updates on tonight's agenda were recommended during our annual SAFER performance review.

Chief Savage is impressed with the progress in Ramsey Canyon from the Douglas and Tucson crews. They have made dramatic improvements in the fire safety of the canyon. The Tucson crew is currently taking advantage of the The Nature Conservancy chipper agreement passed by the Board last month. TNC will be billing us monthly for the chipper being used by the Tucson crew.

We are providing Structure Triage Training to the County Emergency Response Team; we ordered red and green door hangers that line up with structure triage process and include fire safety information. The County Office of Emergency Management has also developed an app-based survey that will allow team members to collect GIS data and upload interface defensibility information on specific homes.

Chief Savage provided a 48/96 performance update noting individual fire training hours peaked due to the quarter end in September. Our 2-man engine days were back up in September and we anticipate them being high in October as well, due to two resignations and an ongoing wildland deployment. Part-time Fire and EMS employees should help once they are online in November.

Rachel Waterbury is continuing to work on improving the payroll process and systematizing our employee benefits platform; she found an inaccuracy in our deductions for dependent dental coverage that has been fixed and helped draft the Document Retention Policy. Diana Jones is finally operating at capacity with both part-time billing clerks, Marie Zahibo and Martha Gore, up and running consistently in the billing department.

The Southeast Arizona Communications Center (SEACOM) Joint Powers Authority met and approved moving forward with the ProQA system which should offer significant improvements for dispatch services. The Director's position is still unfilled and they're wrestling with some continued attrition. A program is being developed to bring in additional part-time employees with Spillman experience from other dispatch centers.

We are still waiting on Gila Communications and SBA to relocate the FP1 antenna at the Thorneydale tower site.

Cochise County IT (CCIT) should be finished moving all our employees' email over to Office 365. They will be finalizing the installation of Office software on all our work stations with the data server migration still pending.

We have been providing basic ambulance operations training to Palominas Fire personnel over the past few weeks. We offered the same training to Whetstone Fire District personnel but haven't received a response from Chief Bidon. As discussed previously, this training supports patient care by allowing two paramedics to provide patient care when necessary.

We will be resuming Joint SOP Committee Meetings with Sierra Vista Fire and Medical in the next month or so. Deputy Chief Ryan's last day will be October 25 and we anticipate BC Meeker being appointed Deputy Chief with Captain Foster being promoted to Battalion Chief.

The Type-3 Engine is in-service and has been deployed to San Bernardino County for the past week with BC Mauzy, Captain Short, Engine Boss Trainee Wallace, and Firefighter Bocook. The engine is on a severity assignment and is performing well. Feedback on the truck and radios is positive.

A LUCAS CPR device was used on a patient involved in a motor vehicle versus bicyclist accident with positive results. Total on scene time was only 4 minutes. We are working to resolve some potential issues with patient transfers to air-medical transport providers at CVMC.

FINANCIAL REPORT

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

Melissa Tomlinson from James Vincent Group (JVG) gave a PowerPoint presentation reflecting the financial reports for September 2019 and a bond update report. A discussion followed. The board reviewed the warrants for the month with some questions and answers about services provided by specific vendors.

Mr. Andersen made a motion to accept the September 2019 financial reports. Mr. Sturm seconded the motion.

Vote: 4-0.

Motion Carried.

OLD BUSINESS

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

Chief Savage provided board members copies of the current request for qualifications draft for a project manager / contractor for the station 365 remodel. A discussion followed.

Mr. Sturm made a motion to accept the request for qualification draft. Mr. Andersen seconded the motion.

Vote: 4-0.

Motion Carried.

NEW BUSINESS

A. Review, discussion and possible action on the Document Retention Policy.

Chief Savage provided board members a new Document Retention Policy as requested by FEMA during their grant review. A discussion followed.

Mr. Sturm made a motion to accept the Document Retention Policy. Mr. Andersen seconded the motion.

Vote: 4-0.
Motion Carried.

B. Review, discussion and possible action on the Conflict of Interest Policy.

Chief Savage provided Board Members an updated Conflict of Interest Policy as a result of the request from FEMA; specifically, adding language regarding grant involvement, and reporting directives for employees currently holding a second job. The policy has been reviewed by our attorney. A discussion followed.

Mr. Andersen made a motion to accept the Conflict of Interest and Outside Employment Policy. Mr. Sturm seconded the motion.

Vote: 4-0.
Motion Carried.

C. Review, discussion and possible action on purchase of two (2) new Ambulances.

Board members were provided copies of an overview of the bids received and recommendations from Battalion Chief Seamans and the Apparatus Committee for ambulance bids on two ambulances. A discussion followed.

Mr. Sturm made a motion to accept the bid on the purchase of two new ambulances without the prepaid discount and with the addition of a late delivery penalty. Mr. Andersen seconded the motion.

Vote: 4-0
Motion Carried

D. Review, discussion and possible action on purchase of one (1) new Type 6 Engine.

Board members were provided bid information on the purchase of a new Type 6 Engine from Rosenbauer. A discussion followed.

Mr. Sturm made a motion to accept the bid for the new Type 6 Engine from Rosenbauer with a correction to the sales tax, no prepaid discount, and the addition of a late delivery penalty. Mr. Andersen seconded the motion.

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

E. Review, discussion and possible action on purchase of one (1) Light Rescue Truck and UTV.

Chief Savage requested the purchase of a light rescue truck, trailer and side-by-side off-road utility vehicle from the capital improvement plan, not bond funds, to replace the current rescue truck. The apparatus would be used to support REMS assignments out of district and remote rescues in district. A discussion followed.

Mr. Sturm made a motion to approve the purchase of a light rescue truck build with the side-by-side UTV, and associated equipment. Mr. Andersen seconded the motion.

Vote: 4-0.

Motion Carried.

F. Review, discussion and possible action on Sta. 361 roofing repairs.

Battalion Chief John Popp reported on the bids provided to the board members from Landmark Building and Sparkman Home Services for roof repairs at Station 361. A discussion followed.

Mr. Sturm made a motion to accept the bid from Sparkman Home Services Contract for roof repairs at Station 361 subject to confirmation of their material and workmanship warranties. Mr. Andersen seconded.

Vote: 4-0.

Motion Carried.

REQUEST FROM BOARD MEMBERS

There were no requests from the board members.

ADJOURNMENT

Mr. Sturm made a motion to adjourn the Regular Meeting at 8:56 p.m. Motion seconded by Mr. Andersen.

Meeting adjourned at 8:56 p.m.

DATED THIS 17th DAY OF OCTOBER 2019.

Eric Andersen,
Board Clerk
Fry Fire District Board