

**FRY FIRE DISTRICT
MINUTES OF REGULAR BOARD MEETING
December 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
Robert McMurtrie, Board Member
Norman Sturm, Board Member

Board Members Absent: Thomas Tucker, Board Member

Staff in Attendance: Mark Savage, Fire Chief
Diana Jones, Billing Supervisor
Melissa Tomlinson, JVG
Steven Rodriguez, JVG

Other in Attendance: Melissa Seida, CPA

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 7:01 p.m.

There were no comments from the public.

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

FY2019 AUDIT PRESENTATION

- A. Review, discussion and possible action on the FY 2019 Annual Audit by KLK and the 2019 Comprehensive Annual Financial Report.

Melissa Seida from Keegan, Linscott & Kenon, PC (KLK) provided a presentation and handouts to the Board Members. The presentation went over reports issued, financial highlights, adjustments, required communications and unadjusted differences. A discussion followed.

Mr. McMurtrie made a motion to accept the FY 2019 Annual Audit. Mr. Sturm seconded the motion.

Vote: 4-0.

Motion Carried.

APPROVAL OF MINUTES

- A. Regular Board Meeting on November 20, 2019.

Mr. Andersen made a motion to accept the Regular Board Meeting minutes of November 20, 2019. Mr. Sturm seconded the motion.

Vote: 4-0.

Motion Carried.

COMMAND STAFF'S REPORT

Chief Savage recognized our three new Full-time Firefighters, Eric Bailey, Xochitl Baca Cruz, and Joseph Gonzales. They have completed initial training and are on shift beginning their probationary training.

Our Part-time EMS personnel are continuing to fill day shifts at Station 365. They have already increased our daily ambulance staffing and should continue to improve overall staffing once they are cleared to run as the second person on the ambulance.

FF / EMT Bianculli resigned effective December 25 and will be starting the Tucson Fire Department's training academy next month.

Chief Savage stated we are continuing work with funding from the Department of Forestry and Fire Management Wildland Fire Hazardous Fuels Grants. New participants are continuing to engage. We are working with the Cochise County Office of Emergency Management to develop an interactive map that shows a timeline and treated areas.

Chief Savage provided a 48/96 performance update noting individual fire training hours are down from last year and our 2-man engine days were up in November due to injuries and illness. Our personnel are overwhelmingly satisfied with the schedule and feel that adequate rest periods are provided. There is about a 60/40 split between a desire to continue swapping holidays over working them as they fall on the calendar so, we will continue to swap. There has not been a notable increase in injuries, accidents, the use of sick leave, or the relocation of personnel related to the schedule.

Chief Savage provided the Board Members dashboards through November for the City of Nogales and Fry Fire District showing positive trends in our ambulance billing. We are anticipating a hurdle in the next few weeks as Marie and Martha will be off, but we will get caught up in January.

We are reaching out to our retirees to provide administrative support and assistance processing their Public Safety Personnel Retirement System (PSPRS) health insurance subsidies if they are eligible.

The Southeast Arizona Communications Center (SEACOM) has a new director, Allen Smith. He started Monday and he is already reaching out to public safety agencies and looking for input.

The Fire 3 antenna relocation was completed by Gila Communications and personnel are continuing to field test the frequency. Chief Savage is continuing to meet with Ms. Yarbrough to discuss our recommended infrastructure improvements on Fire 3 as well as the new pricing structure for subscribers.

Cochise County IT (CCIT) is working on additional licenses for our new hires and still working to ensure our workstations have the full Office 365 Suite with the data server migration still pending.

Chief Savage advised Palominas Fire District (PFD) about the Fire 3 upgrade with no response on their field testing yet.

The Firefighter's Christmas Toy Drive delivery day is scheduled for December 22, 2019, at the Sierra Vista Fire and Medical Station 201. The Forgache House Christmas delivery is scheduled for December 20, 2019.

We have received positive feedback on the LUCAS CPR Devices – C-Shift responded to a cardiac arrest on Monday with the patient alert and answering questions in the ER shortly after transfer of care.

No significant news on the pending ambulances or Type-6 engine construction. We had a change order for the ambulances for gas engines instead of diesel. That should save us money on the build and maintenance and on reliability.

The new metal roof has been installed at Station 361, but some fascia boards still need to be painted.

FINANCIAL REPORT

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

Melissa Tomlinson from James Vincent Group (JVG) gave a PowerPoint presentation reflecting the financial reports for November 2019. A discussion followed. The board reviewed the warrants for the month with no questions.

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

Vote: 4-0.

Motion Carried.

OLD BUSINESS

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

Chief Savage stated the qualifications from the CORE/WSM proposal appear stronger, more thorough, and they have significant experience in building fire stations. A discussion followed.

Mr. Sturm made a motion to accept engaging CORE/WSM for the remodel of station 365. Mr. McMurtrie seconded the motion.

Vote: 4-0.

Motion Carried.

- B. Review, discussion and possible action on Arizona State Retirement System participation.

Chief Savage recommended moving forward with the Arizona State Retirement System pension without the 218 agreement for employees who do not qualify for PSPRS. A discussion followed.

Mr. McMurtrie made a motion to adopt, as part of our employee benefit plan, participation with the Arizona State Retirement System. Mr. Andersen seconded the motion.

Vote: 4-0.

Motion Carried.

NEW BUSINESS

A. Review, discussion and possible action on Purchasing and Purchase Order System Policy.

Chief Savage provided Board Members an updated Purchasing Policy. A discussion followed regarding some minor language changes.

Mr. Sturm made a motion to accept the updated Purchasing and Purchase Order System Policy. Mr. McMurtrie seconded the motion.

Vote: 4-0.

Motion Carried.

B. Review, discussion and possible action on extrication tool purchase under Governor's Office of Highway Safety Grant 2020-EM-004.

Chief Savage provided Board Members three quotes for battery powered extraction tools to be purchased with the Governor's Office of Highway Safety Grant. Personnel's recommendation is for TNT/Velocity, the same manufacturer of our current hydraulic extrication tools. A discussion followed.

Mr. Sturm made a motion to accept the proposal from Velocity for purchase of extrication tools. Mr. McMurtrie seconded the motion.

Vote: 4-0.

Motion Carried.

REQUEST FROM BOARD MEMBERS

Mr. Sturm would like to have an annual evaluation of the Fire Chief.

ADJOURNMENT

Mr. McMurtrie made a motion to adjourn the Regular Meeting at 8:48 p.m.
Motion seconded by Mr. Andersen.

Meeting adjourned at 8:48 p.m.

DATED THIS 19th DAY OF DECEMBER 2019.

Eric Andersen,
Board Clerk
Fry Fire District Board