

**FRY FIRE DISTRICT
MINUTES OF REGULAR BOARD MEETING
July 15, 2020**

CALL TO ORDER

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

ATTENDANCE

Board Members in Attendance: Joseph Huish, Board Chairman
Eric Andersen, Board Clerk
Robert McMurtrie, Board Member
Thomas Tucker, Board Member (by video
conference call)
Norman Sturm, Board Member (at 7:14 p.m.)

Board Members Absent: None

Staff in Attendance: Mark Savage, Fire Chief
Diana Jones, Billing Supervisor
Steven Rodriguez, JVG (by video
conference call)
Ben Archer Clowes, JVG (by video
conference call)

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. Huish 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 recognized Firefighter/Paramedic Joe McKearney for successful completion of his Firefighter probation. Chief Savage administered the loyalty oath and presented Joe McKearney a new helmet shield and badge.

Firefighter/Paramedic Jon Sayler was also recognized for successful completion of our engineer testing process and was promoted to Engineer. Jon Sayler was presented with his Engineer badge.

APPROVAL OF MINUTES

A. Regular Board Meeting on June 17, 2020.

Mr. McMurtrie made a motion to approve the Regular Board Meeting minutes of June 17, 2020. Mr. Andersen seconded the motion.

Vote: 4-0.

Motion Carried.

FINANCIAL REPORT

A. Review, discussion and possible action on the monthly financial report for June 2020.

Steven Rodriguez from James Vincent Group (JVG) gave a PowerPoint presentation reflecting the financial reports for June 2020. A discussion followed. The board reviewed the warrants for the month with no questions.

Mr. Sturm made a motion to accept the June 2020 financial reports. Mr. McMurtrie seconded the motion.

Vote: 5-0.

Motion Carried.

Ben Archer Clowes and Steven Rodriguez from JVG presented a PowerPoint presentation overview of our cash position from last fiscal year with recommendations for additional funding to increase the leave reserve account and additional funding to the capital reserve account. A discussion followed.

Mr. McMurtrie made a motion to accept the recommendations to fund an additional \$50,000.00 to the leave reserve account and to fund an additional \$194,000.00 to the capital reserve account.

Vote: 5-0.

Motion Carried.

COMMAND STAFF'S REPORT

Chief Savage stated there are no legislative issues to report.

Mr. Huish and Mr. Tucker submitted their paperwork to the Cochise County Elections Department to be on the November General Election ballot. If there are only two candidates for two positions, the County Board of Supervisors will pass a resolution cancelling our election and appoint both members to an additional term.

Ed Gilligan, the County Administrator submitted his resignation which is effective at the end of August. Cochise County is currently accepting letters of interest.

We have hired two new Part-time EMS personnel, Justin Wright and Brice Madden.

The two new ambulances on order are on schedule and are expected to be delivered to Phoenix in mid-August. The light rescue truck is projected to be delivered towards the end of August.

We are continuing to work closely with the Cochise County Health Department and Office of Emergency Management (OEM) to support the Countywide COVID-19 response. The Emergency Operations Center is continuing to operate in ready status.

The COVID-19 PPE we've been waiting on is finally starting to arrive and we're working with JVG to seek reimbursement for some of our COVID-19-related expenses.

Positive COVID-19 results are still climbing in Arizona. There was a recent surge in Cochise County that impacted local hospitals. Our stations are still closed to the public indefinitely as we continue taking aggressive steps to minimize our employees' exposures both on and off duty. We continue to screen our employees daily.

Despite some local monsoon activity, we are still seeing some local fire activity. We supported Sierra Vista Fire & Medical (SVFMD) with the July 4th fireworks, and responded to assist Bureau of Land Management (BLM) with the Hwy 90 Fire last weekend near the San Pedro house.

Our Rapid Extrication Module Support (REMS) team is currently on the Polles Fire, they were initially released three days ago but a slop-over resulted in them getting called back. We have invoiced the state for the type 3 engine assignment for three weeks to the Bighorn Fire. We had a REMS crew on the Bringham Fire for three weeks. We also have a two-person Medical Team that was recently assigned to the Valley Fire.

We received approval on a few new grants including \$1000 for PPE from the CCSO Sheriff's Assist Team, informal approval from the Department of Forestry and Fire Management for additional hazardous fuel reduction funding, and may also receive \$3,800.00 from the Legacy Foundation for three new tablets to be used for telemedicine. We still have grant requests pending with FEMA for additional PPE - \$17,250.00, and Staffing for Adequate Fire & Emergency Response.

Administrative personnel are continuing to flex their schedules to minimize contact hours while maintaining critical financial and payroll services. Our job announcement for a part-time administrative assistant closes at the end of the month.

Jimmy Ayers completed a pump repair on a Sunsites-Pearce fire engine which has been invoiced this year. We are continuing to light-duty perform repairs for apparatus from the U.S. Park Service and Coronado National Forest Douglas District. We are working on an agreement with Douglas Fire to provide annual inspections and maintenance on their MSA airpicks using our service facility and technicians.

Director, Allen Smith, of Southeast Arizona Communications Center (SEACOM) is continuing to increase staffing. ProQA hosted a Stakeholder Kickoff early this month. When up and running in September, ProQA will provide 911 callers with step by step instructions to assist them with helping patients prior to our arrival. The State Fire Mutual Aid plan and process were also reviewed and we are continuing to move forward and support the program.

Cochise County has finalized our server transition and they are continuing to provide timely IT support.

There is no progress to report with public access to the radio tower in Huachuca City. We continue to offer support to Huachuca City Police Department Chief Thies.

We conducted a joint after-action review of the fire on Glisch Road. Chief Jones, Battalion Chief Meeker and several members of the SVFMD attended. The feedback and input received should result in improvements to our training program and ongoing development of joint SOPs.

There is no news regarding the parcel purchase at Station 366; the BLM is still working on the project.

OLD BUSINESS

- A. Sta. 365 Design / Build contract with Core Construction / WSM Architects and Pre-Construction Service Fee Proposal.

Chief Savage provided Board Members copies of the design and build contract and the pre-construction agreement. An adjustment was made to the design and build contract to state any change order resulting in a cost savings of 3% or greater will be credited to us.

There was no action taken on this agenda item.

NEW BUSINESS

- A. Review, discussion and possible action on engagement of Keegan Linscott & Associates to provide FY2020 Annual Audit.

Chief Savage recommends approval of the proposal.

Mr. Sturm made a motion to accept the engagement of Keegan Linscott & Associates to provide the FY2020 Annual Audit.

Vote: 5-0.

Motion Carried.

- B. Review, discussion and possible action on Social Media Policy.

Chief Savage provided Board Members updated copies of our social media policy. A discussion followed.

Mr. McMurtrie made a motion to accept the updated Social Media Policy as written. Mr. Tucker seconded the motion.

Vote: 5-0.

Motion Carried.

- C. Review, discussion and possible action on Fire Chief's Annual Performance Review.

Chief Savage requested to go into Executive Session to discuss his evaluation.

Executive Session entered at 8:00 p.m.

Regular Session resumed at 8:25 p.m.

There was no action taken on this agenda item.

REQUEST FROM BOARD MEMBERS

The Board will hold a special meeting on July 20, 2020 at 8:00 a.m. to continue the discussion on the development of a policy and process for an Annual Performance Review with the Fire Chief. This discussion is expected to be held in Executive Session.

ADJOURNMENT

Mr. Sturm made a motion to adjourn the Regular Meeting at 8:49 p.m. Motion seconded by Mr. McMurtrie.

Meeting adjourned at 8:49 p.m.

DATED THIS 16th DAY OF JULY 2020.

Eric Andersen,
Board Clerk
Fry Fire District Board