

**FRY FIRE DISTRICT
MINUTES OF REGULAR BOARD MEETING
November 24, 2020**

CALL TO ORDER

Mr. Huish called the Regular Meeting of the Fry Fire District Board to order at 6:00 p.m.

ATTENDANCE

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

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

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 6:01 p.m.

There were no comments from the public.

Call to the public closed at 6:01 p.m.

EMPLOYEE RECOGNITION

Chief Savage recognized Firefighter/Paramedic Xochitl Baca-Cruz, Firefighter/EMT Eric Bailey and Firefighter/EMT Joseph Gonzales for successful completion of their probation. Chief Savage administered the loyalty oath and presented each Firefighter a new helmet shield and badge.

APPROVAL OF MINUTES

A. Regular Board Meeting on October 20, 2020.

Mr. Sturm made a motion to approve the Regular Board Meeting minutes of October 20, 2020. Mr. Andersen seconded the motion.

Vote: 4-0, Mr. Tucker abstained.
Motion Carried.

B. Executive Session of October 20, 2020.

Mr. Sturm made a motion to approve the Executive Session Meeting minutes of October 20, 2020. Mr. Andersen seconded the motion.

Vote: 3-0, Mr. McMurtrie and Mr. Tucker abstained.
Motion Carried.

FINANCIAL REPORT

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

Ben Archer Clowes and Steven Rodriguez from James Vincent Group (JVG) gave a PowerPoint presentation reflecting the financial reports for October 2020. A discussion followed. The board reviewed the warrants for the month, and Chief Savage answered Mr. Huish's questions regarding warrants paid through bill.com.

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

Vote: 5-0.
Motion Carried.

COMMAND STAFF'S REPORT

Chief Savage stated the registration for the AFDA Statutory Training is confirmed for Mr. Huish on December 10 in Tucson and offered to register Mr. Tucker. December 1, 2020 begins the new terms of office on the Fire District Board for Mr. Huish and Mr. Tucker. The 55th Arizona Legislature begins January 11, 2021.

Chief Savage shared his sincere appreciation to Chief Tucker who forwarded in information on a local COVID study. We have a couple employees who are supporting the AZHEROES study by providing weekly samples and completing surveys to the U of A for PCR testing.

We are continuing to work closely with the Cochise County Health Department and the Office of Emergency Management to support the Countywide COVID-19 response.

Approximately 20 of our Paramedics have completed the special training required to provide vaccinations and immunizations and we have successfully hosted two drive-through flu-shot clinics in preparation for community delivery of a COVID-19 vaccine.

We applied for and have been issued a CLIA number and received state approval to administer rapid COVID tests in the field. Employee training and base hospital approval is expected to follow shortly with these tests being used for symptomatic patients within the next few weeks. We may also be able to test employees that may have been exposed. The error rate for positive test results is low. Unfortunately the error rate for false negatives is high enough, so that a negative result cannot definitively rule out Covid and may still require PCR testing.

Chief Savage recently issued another community update letter. Our fire stations continue to remain closed to the general public although we are continuing to safely support CPR training and a regional HAZMAT Technician class. Our rope rescue training scheduled for last week was cancelled.

All our wildland invoices have been submitted and the Department of Forestry and Fire Management (DFFM) continues to pay them an average of 3-4 weeks after they are submitted. All of our personnel and apparatus are back in district.

Our site visit with DFFM this month went well. We are evaluating the cost and feasibility of adding some additional part-time employees to provide fuel reduction work with our approved grant funds. DOC crews are expected to remain largely unavailable. Our 2021 Staffing for Adequate Fire & Emergency Response grant application was denied.

We completed our annual audit preparation work with Kegan Linscott and Associates and anticipate sharing the results at next month's meeting. We are still working with JVG to refine some of our payroll processes and streamline the CrewSense / Paychex interface.

Chief Kaleb Mauzy, Captain Adam Short, and Mr. Jimmy Ayers completed the post-construction inspection of our new Type 6 Engine with delivery anticipated to take place before Christmas.

Since Southeast Arizona Communications (SEACOM) Director Allen Smith is leaving, the JPA has appointed Sierra Vista Police Department Commander, Chris Hiser, as the interim Director for SEACOM. He will be supported by Chief Seamans who is currently serving as the Operations Committee Chair.

We are continuing to work with Canyon State to fix some issues with the radio links for Fire 3 from our Arabian and Thorneydale sites and are also continuing to pursue filling in coverage gaps in Fire West, particularly on the west end of Sierra Vista.

Chief Savage met with Ms. Donna Graybill, Whetstone Fire District (WFD) Board Chair, last week and is excited at the opportunity to collaborate. WFD was set to discuss an interim Fire Chief contract last night but we haven't heard whether they have appointed anyone. Chief Savage will be meeting with Ms. Harvey, the new official Town Manager

for Huachuca City tomorrow to follow up on the West End Repeater project as well as access to their cellular tower for a possible receiver site.

There is no feedback from the BLM review of the purchase of the parcel at Station 366.

Chief Savage met with Core Construction again to review pricing; we are within budget. Chief Savage also reached out to several local contractors to ensure that they are aware of the project and able to submit bids if interested.

OLD BUSINESS

A. Fire West repeater update.

Chief Savage stated SEACOM is still supportive of the project. A bid from Motorola came in at almost triple the original estimate with unnecessary engineering and project management costs. A discussion followed.

No motion was taken on this item.

NEW BUSINESS

A. Review, discussion and possible action on 2020-2021 Fee Schedule.

Chief Savage explained that many of the fees have carried over from 2019. Exceptions include an increase in the daily rate for medical support personnel and a fee was added for maintenance and testing of MSA Air Packs. A discussion followed.

Mr. Sturm made a motion to accept the 2020-2021 Fee Schedule. The motion was seconded by Mr. Andersen.

Vote: 5-0.

Motion Carried.

B. Review, discussion and possible action on Terminal Leave Policy.

Chief Savage stated the policy was developed using the same calculations that would apply in the event an employee is paid out for annual and sick leave upon retirement. It enables an employee to convert accrued annual and sick leave into terminal leave to be utilized prior to retirement. Mr. Sturm requested an edit in the first paragraph at the top of the second page – change the word paid to converted. A discussion followed in which concerns were voiced regarding the maximum limit of 560 hours of accumulated vacation time for suppression personnel and the fact that some employees do not utilize all of their vacation time in the year in which it is earned.

Mr. Sturm made a motion to accept the Terminal Leave Policy with the corrections. Mr. Tucker seconded the motion.

Vote: 5-0.

Motion Carried.

REQUEST FROM BOARD MEMBERS

There were no requests from the board members.

ADJOURNMENT

Mr. McMurtrie made a motion to adjourn the Regular Meeting at 7:04 p.m. Motion seconded by Mr. Sturm.

Meeting adjourned at 7:04 p.m.

DATED THIS 25th DAY OF NOVEMBER 2020.

Eric Andersen, Board Clerk
Fry Fire District Board