

**FRY FIRE DISTRICT
MINUTES OF REGULAR BOARD MEETING
April 26, 2022**

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
Thomas Tucker, Board Member (electronically)
Norman Sturm, Board Member

Board Members Absent: Robert McMurtrie, Board Member

Staff in Attendance: Mark Savage, Fire Chief
Angel Perry, Administrative Assistant
Ben Archer Clowes, JVG
Steven Rodriguez, JVG

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 6:02 p.m.

There were no comments from the public.

Call to the public closed at 6:02 p.m.

CONSENT AGENDA

- a. Approval of Minutes for the Regular Board Meeting on March 22, 2022.

Mr. Huish made a motion to approve the Regular Board Meeting minutes of March 22, 2022. Mr. Andersen seconded the motion.

Vote: 4-0.
Motion Carried.

b. Approval of Minutes for the Special Board Meeting on March 29, 2022.

Mr. Andersen made a motion to approve the Special Board Meeting minutes of March 29, 2022. Mr. Huish seconded the motion.

Vote: 4-0
Motion Carried.

c. Review of monthly responses data provided in packet (no action required).

No action taken on this item.

FINANCIAL REPORT

a. Review, discussion and possible action on the monthly financial report for March 2022.

Ben Archer Clowes from JVG gave a PowerPoint presentation reflecting the financial reports for March 2022. A discussion followed with no following questions.

Mr. Andersen made a motion to accept the March 2022 financial reports. Mr. Sturm seconded the motion.

Vote: 4-0.
Motion Carried.

COMMAND STAFF'S REPORT

Chief Savage shared that our professional development progress is ongoing. Ms. Jones is currently attending an ambulance billing conference in San Antonio. Chief Mauzy is currently attending the FDIC conference in Indianapolis. Chief Mauzy and Chief Seamans are continuing to progress with their degree programs as well. Chief Mauzy will be attending the Nation Fire Academy this summer.

We have hired three additional personnel this month. Jorge Alba, Eric Friedenber and Silverio Yanez, who have all completed their initial hiring training. Mr. Alba and Mr. Yanez have extensive experience as Paramedics with the Douglas Fire Department, who will be filling the Lieutenant positions in Huachuca City. Mr. Friedenber has wildland experience with Sunsites Pearce. We also hired Syble Griffin full-time as a Paramedic to augment daily staffing.

We're interviewing a few more full-time and part-time applicants over the next few weeks and anticipate filling our remaining vacancies in May.

We have an incident medical team on the Crooks Fire in Prescott and recently assisted Bisbee Fire Department with a structure fire in Saginaw and wildfire in Layton Canyon.

We continue to also regularly work with Whetstone and Palominas Fire Districts on fires in their area.

The new Type 1 Engine has been placed in service and ran for almost 12 hours, assisting two fires in two days. A few maintenance issues have been identified and resolved. The first was an air conditioning leak caused by a disconnected line. The other issue they thought was a problem with the shoreline but in fact was a GFI in the shop and has since been resolved. Mr. Ayers continues to work to diagnose issues with the transmission on E365.

The new breathing air system and cascade has been installed and is up and running. It will fill the entire cascade system and air trailer in about 2.5 hours, which is half the time as the old one. Engineer Kean will be providing our officers with some initial training on it and anticipate it providing several years of service. The old system will be moved to 366 to support operations there as well as our live-fire training facility.

Chief Seamans is working to schedule the preconstruction visit for the new tender, with an anticipated delivery date late this summer or early fall.

CORE continues to make quick progress with drywall and finish work. They have contractors overlapped the next few weeks finishing with plumbing, painting, flooring, and millwork and have provided an anticipated move-in date for the weekend of May 14th. That should give them access to the administrative area to rehab the offices and training room.

Chief Seamans and Chief Meeker presented the Fire Station Alerting project to the Cochise County Board of Supervisors who unanimously approved it. The total award amount reflects just over \$2.2M. The award puts fire station alerting hardware, software and maintenance in every fire and EMS agency across the county. Our piece of the project totals approximately \$250K. Chief Savage reiterated how important this is for us, as it relates to firefighter safety, community service and streamlined dispatching.

State Forestry finalized our HFI grant agreement. We currently have two active agreements that should see us funded through 2024. April saw the inaugural work from the new fuels-only crews. They are smaller crews but they're still able to make significant progress. Chief Savage explained that one of the biggest benefits of the fuels crew is we don't have to worry about losing these crews to fire assignments. They're able to work year around. Chief Savage is pleased with their crew coordinator and stated he's doing good work.

We submitted a grant application to HRSA for the \$105k in federal appropriations to support the purchase of cardiac monitors that were previously approved. We also submitted a FY2023 appropriations request for solar power to Senator Kelly's Office. If approved, this request would provide solar systems to 2 Palominas fire stations, 2 FFD fire stations, Huachuca City and Whetstone.

SEACOM Administration is continuing to work on pay parity and staffing shortages.

UNFINISHED BUSINESS

- a. Review, discussion and possible action regarding District Staffing and Deployment.

Chief Savage previously shared a draft organizational chart, job descriptions and the anticipated administrative duty assignments for the BC's. We previously talked about moving them from shift to exempt status and scheduling them on days. By doing so, this should provide them with additional time to complete their administrative duties, reduce the likelihood of interruptions from routine calls and improve our ability to provide leadership and communications with our personnel across the board. Chief Savage explained another important impact is in limiting the dual role our Engineers and Firefighters assigned to Station 365 often have - acting up into the Captain and Engineer roles when staffing permits a standalone BC. Assuming responsibility for emergency services in the Town of Huachuca City provides additional support for these changes.

Mr. Huish asked if there would be any loss in pay with the reduced work hours. A discussion followed.

Mr. Huish made a motion to implement the proposed District Staffing and Deployment Plan with next year's budget. Mr. Andersen seconded the motion.

Vote: 4-0.

Motion Carried.

NEW BUSINESS

- a. Review, discussion and possible action regarding Ambulance Revenue Write-Off Policy.

We currently have aging ambulance bills with no Write-Off Policy. This policy will allow us to write bad debts off, after reviewing aging invoices. Mr. Huish asked if we sent accounts to collections, in which Chief Savage confirmed that we do send accounts to collections. Chief Savage explained that the billing department goes through a rigorous process to collect these debts, however some receivables are carried indefinitely without progress on collections. This policy allows us to write-off those uncollected debts as a 'bad debt expense.' Mr. Huish asked what the write-off pending numbers are and Mr. Rodriguez did not have the numbers readily available. The goal is having this policy implemented by the end of FY22. Mr. Sturm asked if Mr. Matura has been consulted, Chief Savage stated he has not but would recommend that he review the procedures developed. A discussion followed.

Mr. Huish made a motion to approve the Ambulance Billing Write-Off Policy. Mr. Andersen seconded the motion.

Vote: 4-0.

Motion Carried.

- b. Review, discussion and possible action regarding the proposed FY 2023 annual budget and pay scale.

The board previously held a budget workshop to review the anticipated FY2023 financials. A discussion followed regarding current progress and the budget timeline moving forward. The board seemed satisfied with progress to date and is looking forward to the opportunity to review and tentatively adopt the FY2023 Annual Budget.

No action taken at this time.

REQUESTS FROM BOARD MEMBERS

Mr. Huish made a motion to go into Executive Session at 6:50 p.m. to review a potential legal claim and / or consult with the FFD's Attorney. Mr. Andersen seconded the motion.

Vote: 4-0.

Motion Carried.

ADJOURNMENT

Mr. Sturm made a motion to adjourn the Regular Board Meeting at 7:10 p.m. Motion seconded by Mr. Andersen.

Meeting adjourned at 7:10 p.m.

DATED THIS 27TH DAY OF APRIL 2022.

Eric Andersen, Board Clerk
Fry Fire District Board