

**FRY FIRE DISTRICT
MINUTES OF REGULAR BOARD MEETING
May 20, 2020**

CALL TO ORDER

Mr. Huish called the Regular Meeting of the Fry Fire District Board to order at 7:04 p.m.

ATTENDANCE

Board Members in Attendance: Joseph Huish, Board Chairman
Eric Andersen, Board Clerk
Norman Sturm, Board Member
Thomas Tucker, Board Member (by video conference call)

Board Members Absent: Robert McMurtrie, Board Member

Staff in Attendance: Mark Savage, Fire Chief
Diana Jones, Billing Supervisor
Gabe Buldra, JVG (by video conference call)
Ben Archer Clowes, JVG (by video conference call)
Steven Rodriguez, 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 7:05 p.m.

There were no comments from the public.

Call to the public closed at 7:05 p.m.

APPROVAL OF MINUTES

A. Executive Session Board Meeting on February 19, 2020.

Mr. Sturm made a motion to accept the Executive Session Board Meeting minutes of February 19, 2020. Mr. Andersen seconded the motion.

Vote: 4-0.

Motion Carried.

B. Regular Board Meeting on April 15, 2020.

Mr. Andersen made a motion to accept the Regular Board Meeting minutes of April 15, 2020. Mr. Tucker seconded the motion.

Vote: 4-0.

Motion Carried.

FINANCIAL REPORT

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

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

Mr. Sturm made a motion to accept the April 2020 financial reports. Mr. Andersen seconded the motion.

Vote: 4-0.

Motion Carried.

COMMAND STAFF'S REPORT

Chief Savage reported the legislative recess has continued due to COVID-19. There is a chance they may return to session, however at this point it is unlikely.

The AZ House of Representatives went back to work this week for Rules Committee meetings. No other committee agendas or calendars have been posted.

S1160 regarding presumptive cancer legislation has seen no further activity. We completed the Arizona Fire District Worker's Compensation Pool application and have provided quotes from them as well as 7710 for the Board's review under the

budget discussion and decision. Crest Insurance also provided a quote from the high-risk pool that was more than double both of these quotes. It was not forwarded to the board.

We have an Engineer / Paramedic vacancy that we will be filling next month. Promotional testing is scheduled for the first week of June. We are also accepting applications for a Full-Time Firefighter position with testing scheduled for early June. We anticipate having the new Firefighter online in July. We are filling the position because we are required to maintain 36 Full-Time employees through January 23, 2021, under our current Staffing for Adequate Fire and Emergency Response (SAFER) Grant. We have hired another two personnel for our Part-Time EMS pool filling out our Part-Time program.

This year's State Fire School has been cancelled. We currently have three students in the Cochise College Paramedic program getting closer to finishing the training and testing this September. The College will be starting a new class in a few months and we have three more Firefighters lined up to start the program.

Today was the last day the Cochise County Health Department and Office of Emergency Management (OEM) had the Emergency Operations Center (EOC) activated. All assignments and plans will remain in place so if there is a need the system can easily be reactivated. We are continuing to work with the state to pursue cost reimbursement for those efforts.

We are continuing to provide our personnel with guidance regarding infectious control and providing appropriate PPE. We have additional inventory both in stock and on order with a few grant applications pending to help with funding. We are keeping our stations temporarily closed to the public for the time being and will continue taking aggressive steps to minimize our employees' exposures both on and off duty.

Our employees who were out sick, including those with positive COVID-19 results have returned to work and continue to be symptom free. Given the local and cross-border surge planning we have supported, we remain confident that we are prepared for whatever comes our way and have plans in place to augment emergency response staffing and patient transport capacity across the county.

We have relaxed the moratorium on leave requests for the coming weeks and are allowing individuals to take vacation days again. Due to the end of the fiscal year, personnel who are over the maximum on accruals and compensatory time have been notified. To date, we haven't seen any critical staffing shortages due to COVID-19 and have been able to accommodate sick and previously scheduled annual leave.

We received approval on a few new grants. Firefighter Dennis Ferrel received just under \$5000.00 from the Legacy Foundation of Southeast Arizona to purchase

two additional transport ventilators that should be here within a few weeks. When we the two we loaned to Canyon Vista Medical Center are back, we will be able to outfit our frontline ambulances (and one reserve) with identical equipment. We also received \$1000.00 from the Sheriff's Assist Team to help with the purchase of P100 masks for personnel. We have two other pending applications for additional PPE including Assistance to Firefighters Grant - \$17,250.00 and Arizona Complete Health - \$10,000.00. We also requested \$3,800.00 in funding from the Legacy Foundation for tablets to support a telemedicine program, and \$176,000.00 from Department of Forestry and Fire Management for additional hazardous fuel reduction.

Marie Zahibo, a Part-Time Billing Clerk has resigned due to her husband's reassignment. Administrative personnel are continuing to flex their schedules to minimize contact hours while maintaining critical financial and payroll services.

Director Allen Smith (SEACOM) is continuing to add dispatch staff with several in training and more to follow. The FY21 SEACOM budget was approved at our last Joint Powers Authority Board meeting with approximately \$400k rolling over from FY20 to help offset the costs of computer and radio software updates. There are no changes in the planned assessments for fire districts. We are moving ahead with the regional dispatch project and are looking forward to supporting true county-wide fire dispatching and taking advantage of greater radio coverage.

Cochise County is still working to finalize our server move are working on the software installations on 5 new workstations. We will also be upgrading 4 older workstations. New VOIP phones have been installed and we are in the process of switching over from traditional lines. This should reduce our utility costs by a few hundred dollars per month due to eliminating long distance charges, taxes and fees while improving access to technology and communication.

There is no progress to report with public access to the radio tower in Huachuca City. Phillip Cushman is the new town manager for Huachuca City. He advised that the town council directed him to renegotiate the fire contract with Whetstone Fire District rather than request new bids for service.

Chief Savage spoke with Sierra Vista Fire and Medical Department's Chief Jones and states there is nothing new to report. Some of their capital projects may be on hold due to the decline in City revenue.

Our mechanic, James Ayers, has been working on vehicles from Sunsites-Pearce Fire District and the National Park Service out of Douglas, using some of his slack time to help maintain emergency response vehicles for our local partners.

OLD BUSINESS

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

Chief Savage stated there was a planning and design meeting with Core Construction. Their architect came out and took measurements to draft formal design plans. They are working on a civil engineering survey and have identified concerns regarding the roof slope over the classroom and setbacks from the leach field to the west.

There was no action taken on this agenda item.

B. Review, discussion and possible action regarding Additional Paramedic Incentive Pay.

Chief Savage provided a draft of the policy to the Board. A discussion followed.

There was no action taken on this agenda item.

C. Review, discussion and possible action regarding Proximity Incentive Pay.

Chief Savage provided a draft of the policy to the Board. A discussion followed.

Mr. Tucker made a motion to accept the Proximity Incentive Pay. Mr. Andersen seconded the motion.

Vote: 4-0.

Motion Carried.

NEW BUSINESS

A. Review, discussion and possible action on FY21 Annual Budget.

Chief Savage provided two Workers' Compensation Insurance proposals to the Board for review and inclusion in the FY21 budget. A discussion followed. The Board recommended going with the 7710 proposal for budget purposes.

Steven Rodriguez and Ben Archer Clowes from James Vincent Group (JVG) provided a PowerPoint presentation overview of the proposed FY2021 budget and a budget adoption timeline. A discussion followed.

Mr. Sturm made a motion to accept the FY21 Annual Budget. Mr. Andersen seconded the motion.

Vote: 4-0.
Motion Carried.

B. Review, discussion and possible action regarding Resolution 2020-02 pertaining to the Notice of Call of Election for the November 3, 2020 General Election

Mr. Sturm made a motion to approve Resolution 2020-02 for Notice of Call of Election for the November 3, 2020 General Election. Mr. Andersen seconded the motion.

Vote: 4-0.
Motion Carried.

REQUEST FROM BOARD MEMBERS

Mr. Sturm requested an evaluation for Chief Savage. Chief Savage will resend the Fry Fire District employee evaluation form to the Board

ADJOURNMENT

Mr. Andersen made a motion to adjourn the Regular Meeting at 9:06 p.m. Motion seconded by Mr. Sturm.

Meeting adjourned at 9:06 p.m.

DATED THIS 22th DAY OF MAY 2020.

Eric Andersen,
Board Clerk
Fry Fire District Board