

NOTICE OF BOARD MEETING

HEBER-OVERGAARD FIRE DISTRICT BOARD OF DIRECTORS

Pursuant to A.R.S. 38-431.02(C). Notice is hereby given to the members of the Heber-Overgaard Fire District and the general public that the Heber-Overgaard Fire District will hold a meeting open to the public on December 21, 2021 at 6pm. in the Heber-Overgaard Fire Station, Overgaard, Navajo County, Arizona. As indicated in the following agenda, the Board may vote to go into executive session, which will not be open to the public to discuss certain matters.

Pursuant to the Americans with Disabilities Act (ADA), the Heber-Overgaard Fire District endeavors to ensure the accessibility of its meetings to all persons with disabilities. If you need an accommodation for a meeting, please contact the Fire District's Administration at 928-535-4346 at least 48 hours prior to the meeting so that an accommodation can be arranged.

Pledge

1. CALL TO ORDER and ROLL CALL OF BOARD MEMBERS:
2. CONSENT AGENDA:
 - A. APPROVAL OF MINUTES:
 1. Regular Session minutes of November 16, 2021:
 - B. REPORTS AND CORRESPONDENCE:
 2. November 2021 Fire & EMS Reports
 3. November 2021 Fire Chief's Report
 4. November 2021 Deputy Chief's Report
3. CALL TO THE PUBLIC:
4. OLD BUSINESS:
 - A. Year to date awarded Grants: \$258,591.40
 1. Western Bark Beetle Initiative: Received \$18,263.40
 2. State Homeland Security Grant Program for radios: Awarded for 4 in the amount of \$18,763.84.
 3. Assistance to Firefighters Grant for exhaust: Awarded \$74,500
 4. Assistance to Firefighters Regional Grant: Awarded for 3 Zoll Monitors total awarded amount \$131,245.16 that does not include HOFD 10% required contribution of \$23,132.89.
 5. Governors Office of Highway Safety for extrication tool: Awarded \$15,819

- B. Discussion on the Arizona Department of Health Services Ground Ambulance rate increase from the base rate of \$1,500 to \$2,343 and from \$11.29 per mile to \$11.55 per mile. Increase pending effective date:
- C. Station and apparatus update:

5. VOTE TO GO INTO EXECUTIVE SESSION:

- A. Executive Session regarding Fire Chief McCluskey's contract, pursuant to A.R.S. 38-43-03 (A) (1):
- B. Board Chair Announcement: Executive Sessions are Confidential:

6. NEW BUSINESS:

- A. Discussion and possible action regarding Fire Chief McCluskey's Contract:
- B. Discussion and possible action regarding the November 2021 Monthly Financial and Ambulance Financial Statements:
- C. Employee recognition:
- D. Discussion and possible action regarding holiday pay for the suppression and reserve personnel:
- E. Discussion and possible action regarding the mandatory approval of the 2018 International Fire Code by January 7, 2022:

7. ADJOURNMENT:

SOME BOARD MEMBERS AND/OR DISTRICT ATTORNEY MAY APPEAR TELEPHONICALLY ON ABOVE AGENDA ITEMS OR EXECUTIVE SESSIONS. A COPY OF THE AGENDA BACKGROUND MATERIAL PROVIDED TO BOARD MEMBERS (WITH THE EXCEPTION OF MATERIAL RELATING TO POSSIBLE EXECUTIVE SESSIONS) IS AVAILABLE FOR PUBLIC INSPECTION AT THE FIRE HALL FROM 8:00 A.M. TO 4:00 P.M. DAILY. UNDER A.R.S. SECTION 38-431.03 (A). THE BOARD RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION ON ABOVE AGENDA ITEMS WHEN NEEDED, ARS 38-431.03 (D) FOR LEGAL ADVICE ON ANY OF THE ABOVE AGENDA ITEMS OR ANY MATTER OF PROCEDURE.

Call to the Public A.R.S 38-431.01. (H). A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

POSTED AT THE HEBER/OVERGAARD FIRE STATION, ON DATE: *12-17-21*

Board Chairperson Announcement: Executive Sessions are Confidential.

**HEBER-OVERGAARD FIRE DISTRICT BOARD
BOARD MEETING MINUTES
December 21, 2021**

The meeting was called to order by Roxanne Flynn at 1800.

Attendees:

Roger Owens, Chairman - Absent
Roxanne Flynn, Board Clerk – Via Zoom
Mike Brewer, Board Member

Steven Grumkoski, Board Member
Jerry Call, Board Member - Absent
Dee McCluskey – Fire Chief

1. CALL TO ORDER and ROLL CALL OF BOARD MEMBERS:

2. CONSENT AGENDA:
 - A. APPROVAL OF MINUTES
 1. Regular Session minutes of November 16, 2021

MOTION made by Steven Grumkoski to approve the Board Meeting Minutes of November 21, 2021. Mike Brewer SECONDED the MOTION. All in Favor.

- B. REPORTS AND CORRESPONDENCE:
 1. November 2021 Fire & EMS Reports
 2. November 2021 Fire Chief's Report
 3. November 2021 Deputy Chief's Report

MOTION made by Mike Brewer to accept the Reports and Correspondence. Steven Grumkoski SECONDED the MOTION. All in Favor.

3. CALL TO THE PUBLIC:
No Public Comment

4. OLD BUSINESS:
 - A. Year to date awarded Grants: \$258,591.40
 1. Western Bark Beetle Initiative: Received \$18,263.40
 2. State Homeland Security Grant Program for radios: Awarded for 4 in the amount of \$18,763.84.
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 5. Governor's Office of Highway Safety for extrication tool: Awarded \$15,819

- B. Discussion on the Arizona Department of Health Services Ground Ambulance rate increase from the base rate of \$1,500 to \$2,343 and from \$11.29 per mile to \$11.55 per mile. Increase pending effective date:
 - 1. The district was approved for the increase from our request. The base rate and mileage rate was increased. We are awaiting the effective date to begin billing out new rate.
 - 2. Chief also noted the return of the 2% Sequestration Fee by Medicare over 2022.
- C. Station and apparatus update:
 - 1. Station Status provided by Deputy Chief Payne
 - a. Cabinets are in process, new sink installed and waiting on counter tops.
 - 2. Apparatus Update:
 - a. Ambulance was picked up and taken to Nevada. 120 Days until completed.
 - b. 1866 Ford Transit – Not conducive to our environment, narrow box, heavy gurney, but has low mileage 14K and is in need by other districts. We have received two offers already. Looking to open this up and allow for future consideration of another Type 1 Ambulance.
 - c. Engine 72 – Was purchased on a grant. Not conducive to our environment, large turn radius, difficult to get in and out of places in our area. Other interest in this apparatus as well.
 - d. Both discussions tabled until January 18th meeting for disclosure of offer and further Board Discussion.

5. VOTE TO GO INTO EXECUTIVE SESSION:

- A. Executive Session regarding Fire Chief McCluskey's contract, pursuant to A.R.S. 38-43-03 (A) (1):
 - 1. Tabled for January 18th Board Meeting.
- B. Board Chair Announcement: Executive Sessions are Confidential:
 - 1. Tabled for January 18th Board Meeting.

6. NEW BUSINESS:

- A. Discussion and possible action regarding Fire Chief McCluskey's Contract:
 - 1. Tabled for January 18th Board Meeting.
- B. Discussion and possible action regarding the November 2021 Monthly Financial and Ambulance Financial Statements:

1. Continue to exceed on revenue side. Went over on some expenses but tied to the revenue.
2. Received the actuary on PSPRS, it went up about 1.3% which is around \$15K increase to the Budget.
3. Bill.com was brought up by Roxanne due to email received for overdue payments. Questioned that we are not incurring fees for being overdue. Ben to review the process with Chief McCluskey and Shelley.

MOTION made by Mike Brewer to approve the November Financials and Ambulance Statements. Steven Grumkoski SECONDED the MOTION. All in Favor.

C. Employee recognition:

1. Chief McCluskey presented a certificate of recognition acknowledging 7 Year Fire Board Anniversary to Mike Brewer.
2. Chief McCluskey presented to Deputy Chief Payne for his exemplary job in stepping in and running the station in his absence.

D. Discussion and possible action regarding holiday pay for the suppression and reserve personnel:

1. Currently 56 hours of Holiday Pay happens the first week in December to all suppression crew.
2. Requesting discussion on double time pay for the crew working the designated holiday shifts.

1. Mike Brewer inquired as to reserves and process of scheduling holidays. Reserves are less likely to put in for the holidays. The recent campaign to obtain new Reserves was successful picking up more shifts, yet many were hired full-time with other districts due to opportunity.
2. Roxanne felt this would not be a huge shift for the station, yet felt that a larger discussion was needed with the full Fire Board. It would also make changes to the in-process policy manual.
3. Overall staffing can be difficult with there being call outs, timing of multiple calls, and fire season. We are looking to possibly add a 5th full-time suppression employee and possibly allow for the 6th crew member to be a Reserve.

a. **MOTION made by Mike Brewer to accept the Reports and Correspondence. Steven Grumkoski SECONDED the MOTION. All in Favor.**

b. Add to the January Agenda, Holiday Pay and staffing.

E. Discussion and possible action regarding the mandatory approval of the 2018 International Fire Code by January 7, 2022:

1. Currently in 2015 International Fire Code. State is moving to the 2018 International Fire Code. Largest change is within the Fire Sprinkler regulation and guidelines. This will not have a significant impact on our community

unless we see growth within the current businesses and doubling of building size.

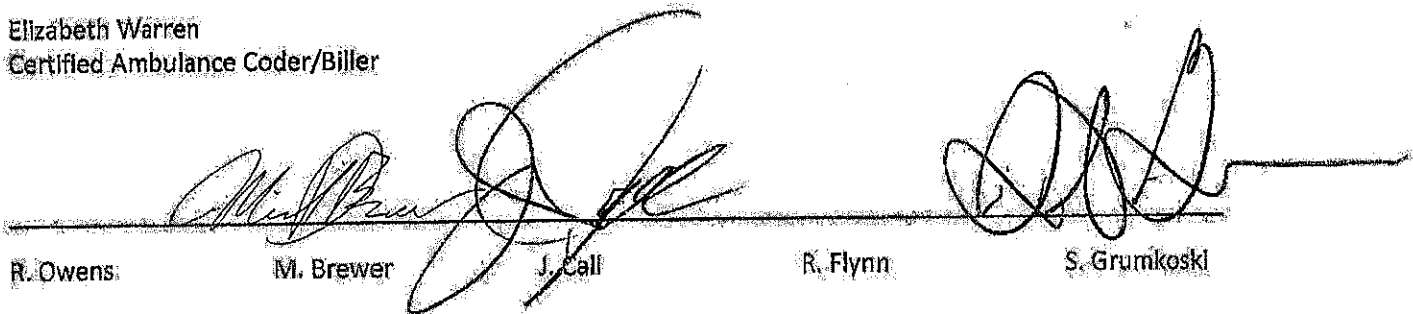
a. Tabled discussion for January 18th Board Meeting.

7. ADJOURNMENT at 1840 PM.

MOTION made by Mike Brewer to Adjourn. Steve Grumkoski SECONDED the MOTION. All In favor.

Respectfully Submitted,

Elizabeth Warren
Certified Ambulance Coder/Biller



A horizontal line is drawn across the page, with five handwritten signatures written over it. From left to right, the signatures correspond to the names listed below the line: R. Owens, M. Brewer, J. Call, R. Flynn, and S. Grumkoski.

R. Owens

M. Brewer

J. Call

R. Flynn

S. Grumkoski

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- a. Tabled discussion for January 18th Board Meeting.

7. ADJOURNMENT at 1840 PM

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Elizabeth Warren
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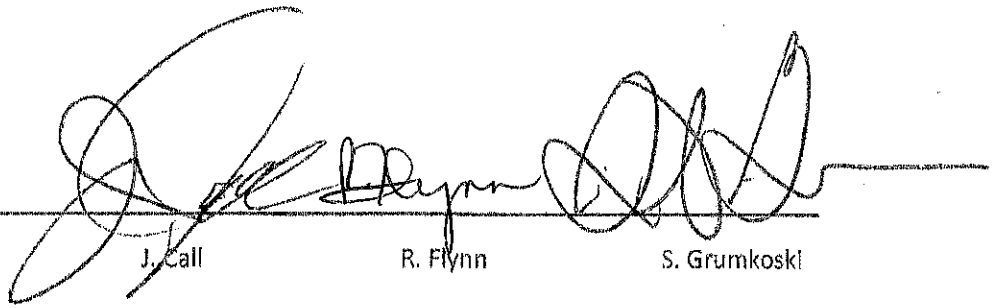
R. Owens

M. Brewer

J. Call

R. Flynn

S. Grumkoski

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HOFD INCIDENT RUN SUMMARY

NOVEMBER 2021

EMS – Billing Summary	(NOVEMBER)	(YTD-2021)
ALS Transports	19	494
BLS Transports	6	46
Deceased	0	11
Helicopter	1	6
Patient Refusals	<u>18</u>	<u>214</u>
Total EMS Billing	44	771
FIRE – Run Summary	(NOVEMBER)	(YTD-2021)
Fire	3	42
Rescue & EMS	46	824
Hazardous Condition	0	23
Service Call	5	99
Good Intent Call	10	74
False Alarm & False Call	4	42
Severe Weather & Natural Disaster	0	2
Special Incident – Wildland Assignment	<u>0</u>	<u>3</u>
Total EMS-FIRE Calls	68	1109
ACTIVITY –Summary	(NOVEMBER)	(YTD-2021)
Community Events	1	2
Burn Permit	8	72
Public Assist	1	13
Residential Lockbox Install	1	15
Lift Assist	1	4
Vehicle Lockout	6	48
Public Education	<u>1</u>	<u>5</u>
Total ACTIVITY Calls	26	159
FIRE PREVENTION ACTIVITY –Summary	(NOVEMBER)	(YTD-2021)
Initial Inspection	1	4
Re-Inspection	0	3
Annual Inspection	0	10
Firewise Inspections	0	4
Engine Company Surveys	<u>0</u>	<u>2</u>
Total PREVENTION ACTIVITY	1	23
RESPONSE TIMES		
EMS Response Times Month (NOVEMBER)	<u>Minutes.Seconds</u>	
In-District	5.03 (+)	
Out of District – In CON	14.05 (+)	
Out of CON	21.68 (-)	
EMS Response Times 2021	<u>Minutes.Seconds</u>	
In-District	4.18 (+)	
Out of District – In CON	11.77 (-)	
Out of CON	26.67 (-)	

The Mission of the Heber-Overgaard Fire District is to serve the people and protect lives and property by providing fire, rescue and emergency medical services.