

## NOTICE OF BOARD MEETING

### HEBER-OVERGAARD FIRE DISTRICT BOARD OF DIRECTORS

Pursuant to A.R.S. 38-431.02. 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 October 19, 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 September 21, 2021
  - B. REPORTS AND CORRESPONDENCE:
    2. September 2021 Fire & EMS Reports
    3. September 2021 Fire Chief's Report
    4. September 2021 Deputy Chief's Report
3. CALL TO THE PUBLIC:
4. OLD BUSINESS:
  - A. Discussion and possible action regarding the Heber Overgaard Fire District Policy Manual:
    1. Drug and Alcohol Testing (page 85)
    2. Arrest for DUI or Other Class A Violation (page 91)
  - B. Update on the AFG Regional and AFG Exhaust Grants.
5. NEW BUSINESS:
  - A. Discussion and possible action regarding the September 2021 Monthly Financial and Ambulance Financial Statements.
  - B. Discussion and possible action regarding the Despain Ranch Annexation.

- C. Discussion and possible action regarding the Crew kitchen and flooring.
- D. Discussion on the Ambulance Billing Software Program outage.
- E. Employee recognition.

6. CALL TO THE PUBLIC:

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 (A) (3) 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: *10-15-21*

Board Chairperson Announcement: Executive Sessions are Confidential.

**HEBER-OVERGAARD FIRE DISTRICT BOARD  
BOARD MEETING MINUTES  
October 19th, 2021**

The meeting was called to order by Roger Owens, Board Chairman at 1802.

Board Members:

Roger Owens, Board Chair  
Roxanne Flynn, Board Clerk  
Mike Brewer, Board Member \*Absent  
Steven Grumkoski, Board Member

Jerry Call, Board Member \* Absent  
Deputy Chief Jason Payne – Acting Fire Chief  
Fire Chief William D McCluskey - Chief

1. CALL TO ORDER and ROLL CALL OF BOARD MEMBERS:
  
2. CONSENT AGENDA:
  - A. APPROVAL OF MINUTES
    1. Regular Session minutes of September 21<sup>st</sup>, 2021

**MOTION made by Roxanne Flynn to approve the Minutes of September 21<sup>st</sup>, 2021. Steve Grumkoski SECONDED the MOTION. All In Favor. Approved.**

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

**MOTION made by Jerry Call to accept the Reports and Correspondence. Roxanne Flynn SECONDED the MOTION. All in Favor. Approved.**

3. CALL TO THE PUBLIC:  
**No Public Comment**

4. OLD BUSINESS:
  - A. Discussion and possible action regarding the Heber Overgaard Fire District Policy Manual:
    1. Drug and Alcohol Testing (page 85)
    2. Arrest for DUI or Other Class A Violation (page 91)

**MOTION made by Roxanne Flynn to approved the HOFD Policy Manual as written pending correction to language as discussed. Jerry Call SECONDED the MOTION. All in favor. Approved.**

- B. Update on the AFG Reginal and AFG Exhaust Grants.

5. NEW BUSINESS:

- A. Discussion and possible action regarding the September 2021 Monthly Financial and Ambulance Financial Statements.

**MOTION made by Steve Grumkowski to accept the September 2021 Financial and Ambulance Financial Statements. Roxanne Flynn SECONDED the MOTION. All In Favor. Approved.**

- B. Discussion and possible action regarding the Despain Ranch Annexation.

1. The Despain's are now in process of completing the county requirements.

- C. Discussion and possible action regarding the Crew kitchen and flooring.

**MOTION made by Roxanne Flynn to approve the cost associated with Crew Kitchen (Insurance Money plus \$2500) and the Tile Flooring throughout station 13K feet (Budgeted up to \$45K) Steve Grumkowski SECONDED the MOTION. All In Favor. Approved.**

- D. Discussion on the Ambulance Billing Software Program outage.

- E. Employee recognition.

1. Chief McCluskey recognized Firefighter Scott Vowell for his response and assistance to the September 10<sup>th</sup> MVA.

6. CALL TO THE PUBLIC:

**No Public Comment.**

7. ADJOURNMENT called at 1841.

**MOTION made by Jerry Call to Adjourn. Steve Grumkowski SECONDED the MOTION. All In Favor.**

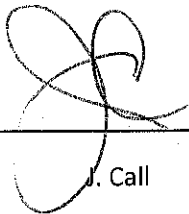
Respectfully Submitted,

Elizabeth Warren  
Certified Ambulance Coder/Biller



R. Owens

M. Brewer



J. Call

R. Flynn



S. Grumkoski

# HOFD INCIDENT RUN SUMMARY

## SEPTEMBER 2021

EMS – Billing Summary	(SEPTEMBER)	(YTD-2021)
ALS Transports	57	382
BLS Transports	5	31
Deceased	1	8
Helicopter	0	5
Patient Refusals	<u>19</u>	<u>147</u>
<b>Total EMS Billing</b>	<b>82</b>	<b>573</b>

FIRE – Run Summary	(SEPTEMBER)	(YTD-2021)
Fire	5	39
Rescue & EMS	82	698
Hazardous Condition	0	20
Service Call	7	85
Good Intent Call	5	59
False Alarm & False Call	6	30
Severe Weather & Natural Disaster	0	2
Special Incident – Wildland Assignment	<u>1</u>	<u>3</u>
<b>Total EMS-FIRE Calls</b>	<b>106</b>	<b>936</b>

ACTIVITY –Summary	(SEPTEMBER)	(YTD-2021)
Community Events	0	1
Burn Permit	7	62
Public Assist	0	13
Residential Lockbox Install	3	15
Lift Assist	0	3
Vehicle Lockout	6	46
Public Education	<u>1</u>	<u>4</u>
<b>Total ACTIVITY Calls</b>	<b>26</b>	<b>144</b>

FIRE PREVENTION ACTIVITY –Summary	(SEPTEMBER)	(YTD-2021)
Initial Inspection	0	3
Re-Inspection	1	3
Annual Inspection	0	10
Firewise Inspections	0	3
Engine Company Surveys	<u>0</u>	<u>2</u>
<b>Total PREVENTION ACTIVITY</b>	<b>1</b>	<b>21</b>

### RESPONSE TIMES

EMS Response Times Month (SEPTEMBER)	<u>Minutes.Seconds</u>
In-District	<b>3.87 (-)</b>
Out of District – In CON	12.64 (+)
Out of CON	36.77 (+)
EMS Response Times 2021	<u>Minutes.Seconds</u>
In-District	<b>4.15 (-)</b>
Out of District – In CON	11.59 (+)
Out of CON	26.52 (+)

**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.**