

**MINUTES OF THE WHETSTONE FIRE DISTRICT  
BOARD MEETING, DATE MAY 18 2022**

**1. CALL TO ORDER AT 6:00PM**

**2. ROLL CALL/ AFFIRMATION OF QUORUM:**

Chairperson Steve Hasson called the meeting to order. The meeting was held in the Whetstone Fire District Station 321 classroom, 2422 N Firehouse Lane, Huachuca City, Arizona.

**Members:**

Chairperson	– Steve Hasson
Clerk	– Absent
Board Member	– Bruce Harris
Board Member	– Rodney Weichelt
Board Member	- Vacant

**Staff Present:**

Fire Chief Jarvis
Financial Chief Cathy Dyer

**Absent:**

It was determined a quorum existed with three board members present.

**3. PLEDGE OF ALLEGIANCE**

**4. CONFLICT OF INTEREST: NONE**

**5. CALL TO THE PUBLIC:** Fire Board Chairman Hasson invites the fire board candidates Scott Wayne, Brent Kusama and Mike Estrada briefly introduce themselves to the Board and public present.

**6. REPORTS AND CORRESPONDANCE:**

**A. CHIEF'S REPORT:**

- Chief Jarvis shares some information regarding State Legislature; regarding ambulance CONS passing and looks like it will be easier for fire districts to get rate updates increases and will also make it easier to get CON areas or to expand their CON areas. He informs that the piece of legislation regarding transports 911 outside of their CONS has been pulled from Legislation.

-Fire District funding TPT Tax is a tenth of cent sales tax looks like it will be going to the voters, polling currently shows an 80% pass rate, and it is expected to generate \$150,000,000.00 that will be divided amongst 144 fire districts after the State takes its management portion of the revenue. The revenue will be divided out on a percentage basis; we should fall in the middle and should receive a large portion. Larger Fire Districts will be capped at 3% of gross take.

-The Smart and Safe Fund, which is the Marijuana Tax has been back and forth at the legislature, and it looks like it has minimal change, we are expected to receive the same amount of revenue as last year.

-Within the State's budget, they are looking to use ARPA Funds to offset workers comp insurance risk pool costs for all fire district's, it is looking promising but will depend on where all the parties fall for the reconciliation of the State budget.

- We have had trucks out on two of the Wildland Fires; we have had the Type 3 out on the Crooks Fire in Prescott, we billed about \$51,000 on that fire, about \$23,000 has been spent on personnel and few thousand on fuel so we should see about \$20,000 to add to our budget that we can use. The San Rafael Fire near Sonoita, we billed \$8600, about \$1500 is personnel and few thousand towards fuel so there will be a little additional money there to go into our budget.

- Apparatus updates, both Engine 321 and Engine 324 are back from Mesa after going through some routine maintenance and manufacturer recall work. The Brush Truck has had the engine mounted ad the cab will be going back on today and should be back in service by the end of the week or the first of next week. Engine 322 developed a DEF or exhaust system failure and it has been taken to RCW for warranty work. Engine 323 failed pump testing and current options are being considered. Chief mentions the possibility of hiring an outside mechanic to complete minor in-house repairs.

\_ Triple L Pump and Well Service evaluated the wells and tanks and all looks to be pumping appropriately. There are some minor plumbing repairs needed at the Washington station, those repairs have been scheduled. Chairman Hasson asks if the tank is functional and if there are any sediments that needs to be exercised, Chief Jarvis informs the recommendation was to flush the tank. Sanders station well is in good shape, we are considering the install of a booster pump at this location. Chief Jarvis recommends waiting on the expense until we see what happens with legislation and Wildland revenues. If the revenue looks good he recommends the installation of a 250GPM booster pump over the quoted 150 GMP pump, reducing fill time.

- Landfill IGA Agreement, we had a previous agreement that fell by the wayside and Chief Jarvis informs he has talked to the Manager of Public Works and Landfill and they want to go to a billing service, as services are rendered. The County Attorney will be drawing up an IGA to reflect the fees for services. The billing rate for the invoicing will be the adopted State Wildland rates. The IGA should be in place next month.

Call count 87 calls for April, 50% EMS calls the remaining were public assist, fire and snake calls. YTD 315 calls for service, we provided mutual-aid fifteen times and we received mutual aid 3 times. Chairman Hasson asked when Legislature is expected to convene; Chief Jarvis informs they are in session now in hopes to be out by Memorial Day.

- Jarvis informs the district may be required to install GPS units in the apparatus in the future.

- Member Weichelt asked if the outside mechanic mentioned would be able to warranty work, Chief Jarvis comments that the warranty would be on the equipment not on the person doing the work. Chief Jarvis informs the mechanic is a certified emergency vehicle mechanic; all details would be worked out and considered at time of hire for service.

#### **B. FIRE BOARD CHAIRMAN REPORT:**

- The district has 2 fire stations that are not used. Chairman Hasson informs that he as well as Member Harris had been out to inspect the stations interior and exterior, Member Weichelt had previously inspected the exterior of the facilities. The consideration to occupy the buildings for a fee that can supplement revenues that would be expressively dedicated to fire personnel retirement, it could be a source of revenue that can enhance retirement programs.

The revenue gained could relieve the retirement in the general fund. Member Harris comments that the buildings are in good repair, however the landscaping needs to be addressed and made visibly more appealing and may enhance the ability to lease them out.

Chairman Hasson states it is important to him and the organization that we have a public presence, that says we stand tall and the current state of the buildings does not currently provide that image. He agrees the landscaping needs to be addressed and the storage inside needs to be reduced. He would also like the entrances of the locations to be cleaned up and bladed. The stored Fire Engine needs to be maintenance and brought back into service inventory. He would like a six month plan made to facilitate these concerns. Chairman Hasson also mentioned he would like the station training grounds to be cleaned up and made more presentable. Member Weichelt agrees and would like to move forward on it.

## 7. OLD BUSINESS:

- A. **Review, Discussion and Possible Action of;** the expired commercial lease with the Whetstone Water Improvement District;
- Chairman Hasson feels we have addressed this item to the extent it needs to be currently. This item will be addressed or revisited as necessary. The Board places a directive to the Chief to get the location cleaned up and ready for storage within the next 30 days, or by the next general board meeting.

<b>MOTION:</b> No motion made at this time
<b>MOVED BY:</b>
<b>SECONDED BY:</b>
<b>RESULT:</b>

B. **Review, Discussion and Possible Action Regarding Rental/ Building Lease Options for Station 322 on Washington Road and Station 323 on Sanders Road in PBW**

- No Discussion on item

<b>MOTION:</b> No motion made at this time
<b>MOVED BY:</b>
<b>SECONDED BY:</b>
<b>RESULT:</b>

C. **Review, Discussion and Possible Action of the Status and Repairs to Brush 321**

- Item was expressed in depth in the Chief's Report. Chief Jarvis revisits the discussion and shares the new motor was mounted on the frame, the cab assembly is scheduled to be put back on and we expect to have it back this week or beginning of next week. Chief Jarvis informs that an error code was reported that the wrong fuel was put into the truck so they are performing a flush as a part of the process with no additional charge.

<b>MOTION:</b> No motion was made at this time
<b>MOVED BY:</b>
<b>SECONDED BY:</b>
<b>RESULT:</b>

**D. Review, Discussion and Possible Action Regarding the Capital Purchase of One or More Cardiac Monitors to Replace Older, Failing Equipment**

- Lt Michelle Speer presents quotes to the Board for the Zoll Cardiac monitors to included service plans, features and pricing as well as quotes for the Philips Cardiac Monitor to also include services plans, features and pricing. The Board asks which monitor the staff prefers, Lt. Speer informs the crews will be happy anything purchased, however the Tempest is preferred. Production time for the monitors may take up to 190 days. Lt. Speer informs that we can no longer wait for purchasing monitors as our current monitors are out of life. Chairman Hasson asks if we were able to meet with the company representatives since the last meeting, she confirms the meetings with both the Zoll and Tempest Representatives has occurred. Hasson asked about the third vendor, Lt. Speer informs she currently works with the Stryker Lifepack 15 and expresses her dislikes and concerns with this monitor and it is not recommended. Hasson acknowledges the quote suggests 3 monitors, but due to budgetary cutback has concerns. Lt Speer suggests 2 monitors, and feels that with the current call volume, Two monitors will be adequate to provide service. Chief Jarvis recommends satisfying the staff's preference on the monitors and that if additional revenue comes in by way of contract or grant we could possibly add additional monitors to the purchase order, thus increasing our order quantity. Lt Speer also informs that neighboring agencies are also going to the Tempest and that aids in continuity of care between agencies. FF. Christian and Capt Speer speak to the credit of the Tempest and the quality and weight difference of the Philips monitors. Member Weichelt would like to satisfy the crews preference on the monitors if the funds allow and he would also like to make sure if the purchase order could be modified at a later date to include an additional monitor at that locked in rate. Chairman Hasson asks what the timeline would be if an approval for purchase was made. Lt Speer informs the timeline is due to when we purchase, and from date of order it would be 190 days or 6 months. Hasson confirms with CFO Dyer if we have the funds to make this purchase. She responds with there is revenue in the Capital Account to make this purchase and she feels confident in the purchase of two but not three at this current time. Chief Jarvis informs we will know in August if we are awarded the grant he applied for \$140,000.00 for three Philips Monitors. Brief conversation takes place on the clarification on the quantity of monitors in total to be purchased, result in the quantity of two (2) out of capital and possibly three (3) additional monitors on the grant. Chief Foster states if the grant is received, the grant must be fulfilled as it is written.

<b>MOTION:</b>	Motion made to purchase two (2) Philips Cardiac Monitors
<b>MOVED BY:</b>	Bruce Harris
<b>SECONDED BY:</b>	Rodney Weichelt
<b>RESULT:</b>	Moved all in favor

**E. Review, Discussion and Possible Action Regarding Contract/ IGA for Providing Medical Services to Fort Huachuca**

- Chief Jarvis states he was approached by the Colonial Office Staff had approached him and asked him to provide a bid for taking over the EMS Medical Services on the base. He was unsure if this request was not just a formality in the bid process to renegotiate with Sierra Vista, regardless he put together a bid for services in the amount of \$910,000.00 adding, a total of twelve (12) staff members and two (2) ambulances;

one 24/7, 365 and the other from midnight Monday to midnight Friday. The bid allows for additional staffing at Station 321 over the weekend. Chief informs CEP's would be paid at a rate of \$16.50 an hour and EMT's at \$15.00 an hour. Chief feels he covered all areas adequately, but may be a bit light on the purchase of apparatus totals he submitted at a total of \$40,000. He is aware that total may be about \$10,000 higher, and the purchase of two (2) is necessary. Chief Jarvis feels the revenue we may possibly gain in ambulance services is estimated to be at \$120, 000 to \$150,000 and that will help offset the budget shortages submitted and may also help offset our fire district budget. Chief Jarvis goes into a bit more detail on standby charges built into the contract. Chief Jarvis asks the Board for direction on how they would like to proceed. Chief Jarvis informs is this is something the Board is interested in pursuing; he needs a motion allowing him to submit the bid, renewable annually but has heard they are looking at a ten (10) year contract. Chairman Hasson asks Chief Jarvis if he feels this bid/ Contract is doable, Chief Jarvis states he feels it is doable, rough to get started but doable. Capt Speer comments on the availability and current build times for ambulances being an estimated six (6) months out. Chief Jarvis informed that he had contacted Tucson Fire and Golder Ranch Fire and there is possibility for us to short term lease a unit that could be used as the backup unit. Chief Jarvis comments the two (2) hardest things to overcome will be getting the ambulances, although with a ten (10) year contract they will pay for themselves, and secondly finding the staffing for those positions. Chairman Hasson asks if the Union has discussed this, Capt Speer states no they have not. Capt Speer asks if there is a step up percentage written into the contract. Chief Jarvis responds that he place that the contract will be adjusted annually with adjusted on the chosen CPI or cost of living business increase as agreed, the contract is expected to begin in October, additional terms will be addressed in the negotiation process.

<b>MOTION:</b>	Motion made for the Chief to submit the proposal to Fort Huachuca for EMS Ambulance Services in the amount of \$901,000.00 for the term of 5 to 10 years to include all provisions written therein
<b>MOVED BY:</b>	Rodney Weichelt
<b>SECONDED BY:</b>	Bruce Harris
<b>RESULT:</b>	Moved all in favor

## 8. NEW BUSINESS:

### A. Review, Discussion and Possible Action of the Review of the Regular Meeting Minutes for April 20th 2022 and Work Session Minutes for April 13<sup>th</sup> 2022

- Review of the minutes, Chief Jarvis mentions the need to correct the title of the work session from being a notice to being minutes.

<b>MOTION:</b>	Motion made to accept the April 20 <sup>th</sup> 2022 Minutes
<b>BY:</b>	Rodney Weichelt
<b>SECONDED BY:</b>	Bruce Harris
<b>RESULT:</b>	Moved all in favor

### B. Special Presentation; Probationary Firefighter Badge Pinning Ceremony

- Capt Speer presents Firefighter Genone with meeting his one (1) year benchmark of completing his probationary year. Firefighter Genone reads his Oath of Office allowed before the board and public present and presented a new Firefighter patch for his structure helmet and Capt Speer pins Firefighter Genone with his Firefighter Badge. Applause followed by well wishes from Chairman Hasson. Ends of Presentation

<b>MOTION:</b>	No motion taken at this time
<b>MOVED BY:</b>	
<b>SECONDED BY:</b>	
<b>RESULT:</b>	

**C. Review, Discussion and Possible Action Regarding Interviews and Possible Candidate Selections of New Fire Board Member/s**

- Chairman Hasson states the importance of the Fire Board roles and responsibilities as well as the total number members needed to satisfy the requirements. Chairman Hasson informs there are three (3) candidates and two (2) vacant positions on the board to include the Clerks position. Hasson asks CFO Dyer to explain the Clerks roles and responsibilities. Dyer informs she will provide documentation on the roles of the Clerks position, but moves on stating there is a lot of financial responsibility on the Clerk, as well as a signer of warrants, completes the board meeting minutes and if so inclined the meeting agendas. Dyer states the roles and responsibilities can be located at the Cochise County Treasurer website. Chairman Hasson states that all the candidates must live in the district for a minimum of one (1) year. He confirms with Dyer that all are located within the district, she states yes. Hasson continues with stating that the Board only oversees one (1) person, and that is the Fire Chief, all operational duties of the organization are through the Chief. He states we are a policy making board and we take care of the budget and matters related to the agenda. The Fire Chief solely manages the day to day operations; we may ask him to do things or consider things but should not interfere with his duties. Hasson informs the candidates of past discrepancies with previous Boards and proceeds to move forward with the interviews, the decision is made to hold a general discussion/ interview open in the public with the candidates; Michael Estrada, Scott Wagner and Brent Kusama.

The interviews begin with candidate Michael Estrada; he takes a seat at the table and reintroduces himself and shares his interests with applying for the board. He is business owner as well as a long time resident, and he would like to aid in leadership of the community by being a volunteer on the board with bringing a level of experience with vehicle maintenance, decision making, and brain storming ideas; to be additional feedback. He wants to be involved. Chairman Hasson asks if he would be interested in the Clerks position, Mr. Estrada states not at this time but would reconsider it in the future if the need arises. He would like time to transition himself before taking that role. Candidate Scott Wagner begins his interview, takes a seat at the table and begin by sharing his background in the fire service and states the importance of the Board,

planning and envision, he would like to be able to assist how he can, he feels he can be on the Board for the long haul, he is currently retired and looking to help. The board asks if he has questions for the board, had none at the time. Mr. Wagner would be interested in the Clerk position. Chairman Hasson asks about his fire related background, Mr. Wagner states he was a Milwaukee County Paramedic for seventeen (17) years, and mentions the vast difference between the two departments but would like to learn all there is learn about how the Chief runs his department. Informs he is retired and likes to garden. He has free time on his hands and would like to help out.

Candidate Brent Kusama takes a seat at the table and begins his interview. Mr. Kusama begins with stating working for the board would be an honor, after being in the community and learning about the community. He informs of his background in FEMA ICS IS 100 through 400, NIMS systems, MAC systems and his understanding about accountability regarding equipment and apparatus and also understanding how emergency equipment is important to include operations and costs associated with it. Understand man power and being able to be an outside, objective point of view is something he would bring to the board with understanding the budget and assisting on making decisions. Informs he has past experiences as an EMT and has knowledge of how EMS equipment works and the services they may need and is versed in emergency equipment and emergency situations. Mr. Kusama shares he is a Substitute Teacher and has good working relationships with Sierra Vista and Fort Huachuca, has the ability to make cost effective decisions. Chairman Hasson if he may have any scheduling conflicts being in the board, Mr. Kusama states no and that he had reviewed the board bylaws and is familiar with how the board operates. Hasson asks if Mr. Kusama would be interested in the Clerk position, he responds that he wouldn't mind and being a Clerk is important. Mr. Kusama concludes his interview by briefly sharing about his family. The Board moves forward by asking the candidates to briefly leave the room while they discuss their interviews. Brief discussion is had regarding their interviews and the candidates are invited back in thanked for their time and their interest in the Board and the decision is made to move forward with Brent Kusama and Michael Estrada. CFO Dyer informs that the necessary paperwork to move forward has been provided and includes the OML Compliance Certification as well as the Oath of Office. The Candidates were informed to bring them to the next meeting and the Board would then appoint them to their seats.

<b>MOTION:</b>	Motion made to accept Michael Estrada and Brent Kusama to the Fire District Board
<b>MOVED BY:</b>	Rodney Weichelt
<b>SECONDED:</b>	Bruce Harris
<b>RESULT:</b>	Moved all in favor

**D. Review, Amendment, Discussion and Possible Action Regarding the Commercial Building Lease Extension Agreement with the Whetstone Water District to Include;**

**Conditions of Utilization of Additional Storage on Site for Fire District Equipment and or Surplus if Necessary**

- CFO Dyer comments that the Board requested this at the last meeting as future agenda item. The board references this item to use of the current storage on site that the District is currently using. Member Weichelt asks if we need to put the storage uses in writing as a part of our plans. CFO Dyer states we do need an extension agreement in writing for the Water District. Weichelt states the need to put into writing the expectations of the agreement and to just keep them on notice of the continued utilization of storage during the time of the extension. Chairman Hasson states we need to write a letter to the Water District with conditions of the extension. The Board directs the Chief to generate a letter to the Water District regarding the extension of the lease agreement until April 2023 as well an additional courtesy letter to them regarding our continued use of storage space on site.

**MOTION:** No Motion taken at this time  
**MOVED BY:**  
**SECONDED:**  
**RESULT:**

**E. Review, Discussion and Possible Action of the Financial Report for April 2022**

- CFO Dyer presents the financial Report Spreadsheet. Stating The District ended the month May with a zero balance in M&O and that we were currently in the credit line with the County. Total Payables \$132,628.67, total receivables \$310,418.06 of this amount, 103,424.95 is from the line of credit, we have currently paid back \$177,692.90 to the line of credit and we interest paid on the line of credit is \$96.49. CFO Dyer comments that we are close to paying back the outstanding line of credit and is happy that with the large loss of operating revenue that we are able to do so. Reserve Account beginning balance for the month of May was \$174,868.08, total payables \$7,182.61 and will be reimbursed back to the account from the granted stipend funds for Structure Gear. Interest gained in May was \$18.72, ending the month of May with a balance of \$167,704.19. The Volunteer Pension beginning balance for May was \$44,338.61 with gained interest of \$5.91 ending the month of at \$44,344.52. Cathy informs the Board currently to date the district was out of the line of credit, and in the black and that we were still looking to collect about \$48,007.32 in real estate, FDAT and personal property taxes, with that amount added to the to date balance of \$77,641.82 less outstanding leaves us with the possibility of rollover for the next fiscal year. CFO Dyer she has not heard on the finalization of the audit, but when we receive it we will schedule the audit presentation and move forward.

**MOTION:** Motion to approve the financial report for April 2022  
**MOVED BY:** Bruce Harris  
**SECONDED:** Rodney Weichelt  
**RESULT:** Moved all in favor



**9. FUTURE AGENDA ITEMS:** A WFD Board Member may bring forth general topics for a future meeting agenda. The WFD Board may not discuss, deliberate or take any action on the topics presented, pursuant to A.R.S. § 38-431.02 (H)

- Budget for FY 2022-2023
- The Board plans a work session for June 1 2022 at 6pm
- The Board plans a Public Hearing 5:30pm and Special Session for June 8 2022 at 6:00pm
- Appointment of new board members at the June 1st meeting

**10. BOARD MEMBER COMMENTS:**

- Member Weichelt comments that he had a question regarding his previous motion to submit the proposal to Fort Huachuca. He asked how many people had reviewed the proposal; Chief Jarvis mentioned several to include the Chairman who had suggested some grammatical corrections. Chief Jarvis offered copies available. Weichelt asked when he would be submitting the proposal, Chief responded, mid to next week and requested they review and submit any changes to him. Weichelt asks if there is a clause in the contract if they were to choose to opt out, Chief Jarvis said he is uncertain what the IGA will entail and that will be up to the Attorneys who develop the IGA. If our proposal is accepted, that is when we will further those discussions.

**12. Adjournment:** Meeting was adjourned at 8:21pm

<b>MOTION:</b>	Motion to adjourn the meeting
<b>MOVED BY:</b>	Rodney Weichelt
<b>SECONDED:</b>	Bruce Harris
<b>RESULT:</b>	All were in favor

\_\_\_\_\_  
Steve Hasson, Chairperson

\_\_\_\_\_  
Cathy Dyer/ CFO

**Approved:** \_\_\_\_\_