



2422 N Firehouse Lane - Huachuca City, AZ 85616

**MINUTES OF THE WHETSTONE FIRE DISTRICT
BOARD MEETING February 17th 2021 AT 1807 HOURS.**

Call to Order/Roll Call/Affirmation of Quorum/Pledge of Allegiance:

Members Present: Dave Johnson, Trevor Thompson, Steven Hasson, Rick Evans

Staff Present: Cathy Dyer, Sam Foster, Michelle Speer

Absent: None

It was determined a quorum existed.

Call to the Public:

None

Old Business:

-Review Amendment and Discussion of Possible Action of Posting for the Fire Chief Vacancy

Rick Evans: We have done this so would anyone like to update us as to what's been happening and where we're at?

Cathy Dyer: We have collected three that have come to the station, and we have a handful out there including some which have been requested, and some who have expressed interest but haven't decided if they wanted to apply. Currently on file we have three- all from out of state. The 26th will be the close and we've got it posted on several sites and got it posted on the AZ Fire Chief's Association site as well. It's out there we just have to wait for them to come in. I didn't have former chief Bidon's login information but they were very helpful and got the posting up after I sent a check in.

Rick Evans: Do we still need to address getting that login information?

Cathy Dyer: She said that she had an inquiry on file from Sam but yes we will still need to address it. I think anyone can have access so we'll look at getting a blanket one for the district.

Rick Evans: Any thoughts, concerns, or questions?

Steven Hasson: Are we still working on putting together an assessment center?



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Rick Evans: Yes we are. And that's a hands on screening process. This allows us to see how the candidates perform in various settings and under stress. If we only get those three applications we might need to talk about extending the process.

-New Business

-Review Amendment and Discussion of Possible Action of Public Session Minutes from January 20th 2021

Rick Evans: Did everyone have a chance to review the minutes from the last meeting?

MOTION: Motion to accept the minutes from January 20th, 2021

RESULT: Four in favor; none opposed

MOVED BY: Dave Johnson

SECONDED: Trevor Thompson

-Review Amendment and Discussion of Possible Action of letter of interest from Whetstone resident Bruce Harris to be considered for the open board position

Steven Hasson: Was he invited?

Cathy Dyer: I told his wife to invite him but he isn't here right now.

Steven Hasson: I thought the letter looked great but I would like to actually meet him before we do anything.

Rick Evans: Would you guys like to see if he's available to meet before the next board meeting?

Trevor Thompson: I would rather do it sooner so yes.

Rick Evans: Okay we could schedule a special meeting to meet with him. We could schedule now or chat about it. Could reach out to him?

MOTION: Motion to schedule a time and date to meeting with and evaluate the possible new board member Bruce Harris

RESULT: Four in favor; none opposed

MOVED BY: Steven Hasson

SECONDED: Trevor Thompson



-Review Amendment and Discussion of Possible Action of completing repair and maintenance to the bay doors

Chief Foster: So we have three doors that need replacement. So this paper has a quote for the repair of two doors because the third door is only making a sound right now. Because it is in excess of \$5,000 we needed to come to you guys. Cathy what was the exact amount?

Cathy Dyer: \$5,640.

Sam Foster: This is for the two doors. This is the same company and same team we've always worked with and they said we need to replace the motors for the two doors and I trust their judgement.

Cathy Dyer: This would include the wiring, motors, and wiring the new voltage. All you have to do is sign off on this.

Trevor Thompson: Is there anyone else here who could do this?

Sam Foster: So in Sierra Vista there really isn't. These guys are actually out of Tucson.

MOTION: Motion to authorize staff to look for additional bids and make the best purchase not to exceed \$6,000

RESULT: Four in favor; none opposed

MOVED BY: Steven Hasson

SECONDED: Dave Johnson

-Review Amendment and Discussion of Possible Action of the Huachuca City IGA for fire service

Steven Hasson: I had it thrown on the agenda simply for an update and clarification because I recall that we had an extension for six months but I'm not sure when that ends.

Cathy Dyer: The extension is for the first three months of the year. So come the end of March they either need to extend the contract or have something else to put forward. It was planned to be revisited and I haven't heard any updates from HC.

Rick Evans: I've met with the city manager and the police chief earlier this evening and here's my take away from that: they are very happy with the idea of the contract with us. In addition there have been some changes both in Whetstone and HC and they would like us to review the contract so we're certain we're willing to do what we've said. And they want to be able to request or retract services. But right now they're very happy with the staff and the service we provide. The one complaint I've heard repeatedly is it was hard to communicate with us. They felt like when they tried to communicate with the district head they were stonewalled. But they don't want to lose what we've been providing to them.



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They just want to sit down with us to go over the contract to make sure it is written with everyone's best interest in mind.

Steven Hasson: So what happens if the bay doors go out at that station?

Sam Foster: So if I'm remembering correctly I think we're responsible for costs up to \$1,500 and after that HC is supposed to foot the bill but I know that we've covered costs way more than that. They're more than willing to help and I think that lack of communication has been the biggest issue.

Rick Evans: They are absolutely willing to help and we all have to remember how rushed the contract was. They had a fire chief depart very quickly under unfortunate circumstances and nobody there had any fire experiences so they were desperate to sign something. Now is an excellent time to sit down with them and fine tune this.

Trevor Thompson: Did a contract lawyer every look over this?

Cathy Dyer: Yes it still has the signatures on it.

Rick Evans: I'd still like to have the county attorney look over it because it's a different person and I would also like to build a working relationship with them. So we'll look at things further at a later date for now this will remain as simply a discussion item.

-Review Amendment and Discussion of Possible Action of the policies and procedures that have been adopted by previous WFD boards and directors- the action is with the intent of reapplying them to our current operations and instituting an ongoing review process as necessary

Rick Evans: What I'm saying in this is that there are a lot of policies in place but over the years some of them have kind of slowed to a halt and doing this will allow us to go through everything and make sure what we have in writing is still in everyone's best interest and that we actually uphold what we have written down. Now the board deals with policies and not operations: we are the bridge between the community and the district and I want to make sure that we are operating at our best possible level.

Sam Foster: So all the guys have access to the policy manual and I reaffirmed that in October.

Rick Evans: So the thing that I want to fix with that is that there are multiple versions floating around and I just want everyone to look over it and make sure that even the little changes that have been made in the past few months are in there. I also want to make sure that we can keep account of everything so if something gets lost or damaged we know exactly which one it was.

Sam Foster: So myself, Cathy, and former chief Bidon started that process a while ago so we won't be working from scratch with this. I've gotten about 30 of them done and we can go through and update



the existing procedures and policies and throw out the ones we don't need anymore. Most of the policy level stuff should actually be ready by your next meeting.

Rick Evans: Excellent. And that is exactly what my intention with bringing this up is. I know that you guys are doing a good job, but I want to be able to have these things in writing so if a new employee wants to know how to do something or a member of the public has a question we have a concrete reference for them.

Notation: Dave Johnson left the room for a moment and all business was paused until his return

MOTION: Motion to affirm that there is an ongoing review process for the policies and procedures of WFD

RESULT: Four in favor; none opposed

MOVED BY: Steven Hasson

SECONDED: Dave Johnson

-Review Amendment and Discussion of Possible Action of conducting a complete inventory of WFD assets

Rick Evans: Sounds like that is in progress. Let's see what we own, what has already been designated as surplus, and what we can reuse. In talking with HCPD chief, he said that they have someone who handles their auctions and he'd be more than happy to offer their information to us so we can use their services. So we wouldn't need to worry about advertising, or selling, we would just give them our price. HC would like to do an inventory with a representative from WFD present.

Sam Foster: So we did that at the beginning of the contract so I think that would be a great starting point. Anything we have owned down to a box of gloves can be inventoried by this new system we're moving to.

Rick Evans: All I'm looking at is for each item to have a unique number.

Michelle Speer: So all of our wildland equipment has been fully inventoried within the last three years, we just went through ISO last year with HC so everything up there has been inventoried on the trucks, the medic units get inventoried monthly, and hose in tested and inventoried yearly.

Rick Evans: All I'm emphasizing is that we all know where we are. If things have been inventoried, that's fantastic. But if there are things that we need to catch up on we all need to know.

MOTION: Motion to do as complete an inventory of WFD assets by the end of March as is possible

RESULT: Four in favor; none opposed

MOVED BY: Steven Hasson

SECONDED: Dave Johnson



-Review Amendment and Discussion of Possible Action of Unusable WFD assets

Rick Evans: So I spoke with Sam about this because I know that we have things that are past saving and we need to do something with them. For instance the engines just sitting around.

Sam Foster: So the tiller at the dump has already been surplused, the white engine out here has been surplused, and the yellow ladder truck in HC is our new problem. We sent it off a while ago and the list of things that need fixing or replacing is extensive.

Rick Evans: Okay so we need to make an inventory of what we can get rid of and what we need to keep in reserve status to be in compliance with ISO. We also have it in our contract with HC that we will provide a ladder truck and we don't have one currently in service.

Sam Foster: So as soon as this started happening I started looking at what we can do to replace these things especially the ladder truck. A used truck is upwards of \$500,000 and I don't think that we're going to get lucky like we did to get the yellow one under the circumstances we did.

Rick Evans: In the meantime, as we don't have a ladder truck, we can get another vehicle outfitted as one but we will take a hit from ISO for not having an aerial apparatus but we will still get the points for having all of the equipment. We actually just covered item 8 so we can incorporate it into this and I'll remove it from the agenda.

Sam Foster: We will also need to meet NFPA standards on this so we'll need to see what they require for this. But we'll start to work on this and see what we can get together.

MOTION: Motion to place a ladder company in service based on vehicles we currently own that can be made serviceable and equipped to meet said standards

RESULT: Four in favor; none opposed

MOVED BY: Steven Hasson

SECONDED: Trevor Thompson

-Review Amendment and Discussion of Possible Action of the Financial Reports

Cathy Dyer: I have sent you guys your packets and you have your cover sheet. For the month of January we began at \$179,954.19. Our total payables were \$98,837.11. We received \$53,829.34. We closed out January with \$134,946.40 in operations. We're well within the black. We have also received the monthly payment from HC for the IGA and we're still collecting on the ambulance revenue as well. The reserve account beginning for January was \$54,761.81, no payables, and we received \$1.50, so the ending balance was \$54,763.31. The volunteer pension account began January at \$43,160.50, we received \$1.18 in interest, closing out the month at \$43,161.70. We have been collecting revenue steadily from ambulance and real estate tax. We are at the end of our audit cycle and I just received the



draft. They're just waiting on a few reports from me and then I'll be able to get them to you. Other than the proposal for the bay door repairs I don't have anything else for you.

Steven Hasson: Our budget cycle ends June 30th?

Cathy Dyer: Yes.

Steven Hasson: So we'd put together our next budget cycle in May?

Cathy Dyer: If that's what you guys want. May is when I'd have a better idea of what we're going to carry over to the next year.

Rick Evans: Any questions?

MOTION: Motion to accept the financial reports

RESULT: Four in favor; none opposed

MOVED BY: Dave Johnson

SECONDED: Steven Hasson

-Chief's Report:

Chief Foster: For call volume I had 100 for January: 59 from 321 and 41 from 324. Average of about 60%-70% EMS calls. We had about 10 calls less than the average from last year. The generator quote came in and pretty much made our decision for us. AP electric gave us a quote of about \$9,000 but they did have their electricians come down to see what it would cost. They said that it running off of the small propane tank could have caused some of the issues we had with the last one. We will also need to do some work with the plumbing because that's part of the issue but I want to wait until we talk to some plumbers to see how much it's going to cost. We submitted or are about to submit the applications for the grants we told you guys about last time. We won't hear back about the SCBA's until October but keep in mind that it's a matching grant. We already talked about Ladder 324. We have six applicants who made it to the first stage of our new hire testing and are going through the next steps soon so hopefully we can get these positions filled. We had some resignations this month: we had a part-time and full-time resignation. When it comes to Covid-19 we're still seeing contacts but our guys have been following policy and haven't had anyone test positive.

Rick Evans: What is protocol if we've been exposed?

Sam Foster: We monitor for symptoms after a known or suspected exposure. We also follow up on what PPE was used on the exposure. We also screen our guys every day and if we see symptoms we send them home and have them get tested.

Rick Evans: What's the reality of getting a test down here?



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Michelle Speer: So they have pretty strict guidelines on who gets tested. Unless you're showing symptoms you won't get a test. But the protocol Sam was talking about is great and allows us to catch cases early and prevent possible spread among ourselves.

Sam Foster: And I can look into specific numbers down here. We have two people going to a two day course that's for advanced extrication soon here. And when they come back they can put us through the training and bring us all up to speed. It will be out in California on the 1st and 2nd of March.

Board Members' Comments:

-None

Future Agenda Items:

-None

Adjournment:

MOTION: Motion to adjourn the meeting

RESULT: Four in favor; none opposed

MOVED BY: Steven Hasson

SECONDED: Dave Johnson

Minutes Recorded By:
Hannah Sovar-Knox, CEP