

## 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 January 17, 2023 at 6pm. in the Heber-Overgaard Fire Station, Overgaard, Navajo County, Arizona. 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. SWEARING IN OF THE NEW FIRE CHIEF JASON S. PAYNE:
3. INTRODUCTION OF CINDY KELLEY WITH RYAN RAPP UNDERWOOD & PACHECO, PLS:
4. APPROVAL OF MINUTES:
  1. Regular Session minutes of December 20, 2022
  2. Executive Session minutes of December 20, 2022

**MOTION to accept the December 20, 2022 Regular and Executive Session Board Meeting Minutes as presented**

#### REPORTS AND CORRESPONDENCE:

3. December 2022 Fire & EMS Reports
4. December 2022 Fire Chief's Report
5. December 2022 Deputy Chief's Report

**MOTION to accept the December 2022 Reports and Correspondence as presented.**

5. FINANCIAL REPORTING: December 2022 Financial and Ambulance Financial Statements.  
**MOTION to accept the December 2022 Financial and Ambulance Financial Statements as presented.**
6. CALL TO THE PUBLIC:
7. OLD BUSINESS:

- A. Executive Session for discussion on personnel matters concerning Chief McCluskey's retirement per A.R.S 38-431-03A:
- B. Discussion and possible action regarding agenda item 7A:
- C. Executive Session for discussion on personnel matters per A.R.S 38-431-03A:
- D. Discussion and possible action regarding agenda item 7C:  
Back in Regular Session:
- E. Update on apparatus, grants, and the tower:

8. NEW BUSINESS:

- A. Discussion and possible action regarding the approving authorizations in Bill.com:
- B. Discussion and possible action regarding the Fee Schedule to include a charge for false fire alarm calls:  
**MOTION to include a fee of \$        to the Fee Schedule for false fire alarm calls due to the cost for dispatch fees, personnel, apparatus, and fuel to respond to these calls.**

9. CALL TO THE PUBLIC:

10. 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 DEPARTMENT 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.

**Executive Sessions are Confidential.**

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: 1-13-23

**HEBER-OVERGAARD FIRE DISTRICT BOARD  
BOARD MEETING MINUTES  
January 17, 2023**

The meeting was called to order by Roger Owens at 18:00.

Attendees:

Roger Owens, Chairman	Steven Grumkoski, Board Member
Roxanne Flynn, Board Clerk, Zoom	Mark Dahl, Board Member
Mike Brewer, Board Member, Zoom	Jason Payne – Fire Chief

1. CALL TO ORDER and ROLL CALL OF BOARD MEMBERS:
2. Swearing in of the new Fire Chief Jason S. Payne.
3. Introduction of Cindy Kelley with Ryan Rapp Underwood & Pacheco, PLS.
4. CONSENT AGENDA:
  - A. APPROVAL OF MINUTES
    1. Regular Session minutes of December 20, 2022
    2. Executive Session minutes of December 20, 2022

Steven Grumkoski stated a correction needed to be made on the regular session minutes item 6D should be accept.

**MOTION made by Mark Dahl to accept the Regular Session and Executive Session Board Meeting minutes of December 20, 2022 with the correction of the typo. Steven Grumkoski SECONDED the MOTION. All In Favor.**

- B. REPORTS AND CORRESPONDENCE:
  1. December 2022 Fire & EMS Reports
  2. December 2022 Fire Chief's Report

**MOTION made by Steven Grumkoski to accept the Reports and Correspondence. Mark Dahl SECONDED the MOTION. All in Favor.**

5. FINANCIAL REPORTING: December 2022 Financial and Ambulance Financial Statements.

**MOTION made by Steven Grumkoki to accept the December 2022 Financial and Ambulance Financial Statements as presented. Mark Dahl SECONDED the MOTION. All in favor.**
6. CALL TO THE PUBLIC: **None**
7. OLD BUSINESS:
  - A. Executive Session for discussion on personnel matters concerning Chief McCluskey's retirement, per A.R.S 38-431-03A:

**MOTION made by Mike Brewer to go into executive session for discussion of Chief McCluskey's retirement, per A.R.S 38-431-03A. Mark Dahl SECONDED. All in favor. 18:26**

Back in Regular Session: 18:50.

B. Discussion and possible action regarding agenda item 7A:

**MOTION made by Mike Brewer to continue Chief McCluskey on the district payroll through February 26, 2023 as No Work with Pay for the retirement date of February 26, 2023. Roxanne Flynn SECONDED. All in favor.**

C. Executive Session for discussion on personnel matters per A.R.S 38-431-03A:

**MOTION made by Steven Grumkoski to go into executive session for discussion of personnel matters per A.R.S 38-431-03A. Mark Dahl SECONDED. All in favor. 18:52**

Back in Regular Session: 19:07

D. Discussion and possible action regarding agenda item 7C:

**MOTION made by Roxanne Flynn to allow Chief Payne the discretion to change 1 full-time position and hire 2 or more part-time positions with any contracts created to be reviewed by the board prior to execution. Mark Dahl SECONDED. All in favor.**

E. Update on apparatus, grants, and the tower:

Chief Payne stated there was no update on the tower. We received the attack truck today and will be in service in 30 days. We received the monies from the AFG grant for the washer and dryer. AFG grants for 2023 opened up last week and need to be completed by February 2<sup>nd</sup> and will be applying. There is a regional grant for communications that he was asked to write by the Fire Chiefs on the Mountain. We were approved for an Arizona State grant for F500 Foam.

8. NEW BUSINESS:

A. Discussion and possible action regarding the approving authorizations in Bill.com:

Ben covered the process. The board agreed to keep it as is.

B. Discussion and possible action regarding the Fee Schedule to include a charge for false alarm calls:

The board would like Chief Payne to write up a proposal to present at the next fire board meeting.

9. CALL TO THE PUBLIC: None

10. ADJOURNMENT

**MOTION made by Steven Grumkoski to Adjourn. Mark Dahl SECONDED the MOTION. All in Favor. 19:28**

Respectfully Submitted,

Shelley Neely



R. Owens

M. Brewer



M. Dahl



R. Flynn



S. Grumkoski



## December 2022 Fire Chief Report

### December Wildland Update

- Wildland meetings for upcoming season 2023, along with fire restriction meetings.

### Apparatus Update

- E71 back in service
- E72 in service as reserve engine
- E73 (type 3) in service
- 20-2991 (Elk) Back in service and running calls
- New purchase of Attack Truck delivery January 2023
- New purchase of Type 1 structure engine pre-construction meeting January 2023

### December 2022 bullet points

- Transition with Chief McCluskey
- Chamber of Commerce meetings (Monthly)
- University of Arizona quality assurance EMS meetings
- NAFCA meeting
- Community CPR Class
- Chamber of Commerce Meeting
- HOCRN Meetings
- Crisis Response Team application review
- Annual Reviews
- Show Low dispatcher meeting
- Summit Base Hospital Run Review
- Retirement ceremony meetings
- Medical Billing Data collection monthly meeting
- Quarterly year end grant funding reports due
- Several major incidents in the community and on highways
- Ketamine drug training and in-service on all drug boxes
- EMS Airway training
- Station tours
- EMS room was overhauled and reorganized

**Fire Chief Jason S. Payne**



- Legion Flag raising ceremony attendance
- Assisted Forest Lakes in major incident
- Annual rescue/ambulance DHS inspections

Total Water used for all 3 shifts

Total water used approximately

500 gallons



<b>EMS – Billing Summary</b>	<b>DEC</b>
ALS Transports	41
BLS Transports	3
Deceased	2
Helicopter	1
Patient Refusals	13
<b>Total Billing Summary</b>	<b>60</b>

<b>FIRE – Run Summary</b>	
Fire	1
Rescue & EMS	59
Hazardous Condition	1
Service Call	27
Good Intent Call	4
False Alarm & False Call	8
Weather & Nat Disaster	0
<b>Total FIRE Calls</b>	<b>100</b>

<b>ACTIVITY –Summary</b>	
Community Events	3
Burn Permit	2
Firewise Inspection	0
Public Assist	1
Residential Lockbox Install	4
Lift Assist	16
Vehicle Lockout	9
Public Education	1
<b>Total ACTIVITY Calls</b>	<b>36</b>

<b>EMS Response Times Month</b>	<b>Minutes/ Seconds</b>
In-District	<b>4:31</b>
Out of District – In CON	19:00
Out of CON	46:78