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Annual Board Meeting Of MLFD

Thursday, March 28th, 2024 at 9:00 am

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# Attendees

Charlie Bush, *Board President*

Jodi Little, *Fire Chief*

Peggy Stankovich, *Board Member*

*\*Absent was Teresa Harrington*

# Call to Order

Meeting called to order at 9:38 am on Thursday, March 28th 2024

# Pledge of Allegiance

Pledge of Allegiance recited by all attendees

# Agenda

## Correspondence -

Chief Little states there is no correspondence to discuss

## New Business -

A BIG shout out to Sunset Marina and DJ Murray and Jeanyne DeMuth for the donation of the boat motor, AND all the time selling raffle tickets. We had a final fundraising amount collected of $5,100.00

Another BIG shout out to Shirley Bush. Shirley arranged to have a variety of “FIre District” supporter t-shirts printed, and donated to the Martinez Lake Fire Fighter crew. We will have these for sale at the station, and area events. All proceeds will benefit the firefighter fund. $500.00 from the sales went to purchase our water tender from the Yuma County public works department.

IF there is any full-time resident (meaning, your property in the Martinez Lake area IS classified as your primary residence) and you are a resident of Arizona, We are looking for a Secretary / Treasure to join the Martinez Lake Board of Directors. Please contact Jodi Little if interested.

Year in review - Last March, Interim Fire Chief Jodi Little set some goals to help start moving the fire district forward after the termination of Fire Chief Wade Garcia. Status of these goals is below:

1. Operations:

Bylaws / Governing agencies

Arizona Fire District Association / AFDC 2018 Redbook will be presented for board approval for operation guidelines

Will be used as a reference to develop a MLFD operations manual

* DONE, waiting on approval

1. Yuma County -

* For the first time in district history our warrant balance was at 0 for the month of January.

1. Handbooks to be developed for implementation after board review are to include:

* MLFD Bylaws - Complete, needing review and approval
* MLFD Operations Handbook (Fire / EMS) - Complete, needing review and approval
* MLFD Operations Handbook (Wildland) - OPEN
* MLFD Operations Handbook (Volunteers \*to include training skills requirements and practical skills assessment and sign off log) - Complete, needing review and approval
* MLFD Apparatus and equipment maintenance Handbook \*to include mileage recording documentation policy for all district vehicles - Complete, in practice

1. Establish and post district “Chain of Command” - Complete, Organizational chart posted
2. Establish documentation of calls run log - Complete, in practice
3. Establish incident reporting policy - Complete, in practice
4. Review mutual aid agreements for expectations and protocols of on scene procedures - Complete,Yuma Proving Grounds is active
5. Develop a written user guide for radio edicate.- OPEN
6. Inventory:

Spreadsheet will be developed breaking out and future supply needs by program (Fire, EMS, Wildland and station operations

* We have entered into a purchasing agreement with Ace Hardware to receive some products at a discounted cost, and others at suppliers cost.

1. Tag system for items stored in the station to identify:

* What can stay
* What is obsolete, and needs to be disposed of
* What is call ready and can be used
* What is at the end of life, but in good enough condition to use for training
  + RED - Non functioning, needs to be disposed of
  + Yellow - Non functioning needs repair
  + Green - Good to go for fire, EMS, Wildland or training activities - Complete, in practice

1. Station:

Proposal to invest in station improvements to accommodate privacy for on shift staff. This will allow the front door to remain unlocked during business hours for drop in emergencies.Focus will be on adding windows and wall to the area behind the bathroom to accommodate 2 10x10 sleep rooms with windows (for secondary egress) If budget allows, a window and reception area will be created. Complete, in practice

1. Apparatus:

Improvements - Obtain water tender - Complete, in practice

General Maintenance - ENG 1 was completed in July 2023, and regular maintenance is scheduled

Repairs -

* P19 is still in need of repair
* Chief’s pickup was sold
* Rehab rig was sold
* Boat is up for sale

Replacement: None at this time

1. Staffing:

Employee contracts

Pay types

Schedule - Set schedule vs. rotating shifts Complete, in practice as of March 14th The district has come to a point where if scheduling adjustments are not done, the payroll expense will exceed the approved budget. The county of Yuma will not accommodate for this budget overage, and shifts to date have not been adjusted although this subject has been a line item on all monthly operations meetings for nearly a year. The county has proposed a 1 paid person per shift model, but the board will brainstorm other scheduling options to eliminate the risk involved with a single individual / engine response option.

Benefits - Sick leave and vacation accrual seem to be calculating incorrectly, will be reviewed through quickbooks - Corrected, and monitored for accuracy.

Roles, responsibilities and expectations of paid staff while on duty.

1. Volunteers - We have 3 available volunteers, 4 more interested in joining
2. Programs

Wildland: Income potential vs. initial cost of start up - Complete, in process, this should be our 1st season

EMS - Complete, in practice

FIRE - Complete, in practice Base Hospital Privileges are in place for our 5 Emergency Medical Technicians

1. Community Education / Involvement

It’s important that the fire district develop and maintain a positive impression within the Martinez Lake community.

* We will continue to participate in events held at Fishers Landing as needed, and look to develop a community education program offering class to include:

First Aid

Stop the bleed

CPR/AED

Wildland fire prevention and preparedness

Snake aversion training for dogs

Life Jacket station

1. Establish the “Martinez Lake Volunteer Fire Alliance”

Primary purpose is to fund the district's firefighter fund through different fundraising activities.- Complete, in practice

## Resolution of meeting time of the MLFD Public Meeting -

1-12-2024 - A motion to change our public meeting day and time was discussed. Original date and time had been set to allow residency from San Diego to attend if coming to the river for the weekend. It has become more difficult to have all required attendees present at 6:00 pm on a Friday night. Motion was made to change the date and time to normal working hours of 10:00 am, on the second Wednesday of every other month.

Motion made by Teresa Harrington

Seconded by Charlie Bush

3-28-2024 - Resolution to change the day and time of our open public meeting submitted by David Rogers, legal council for the department. Chief Little will obtain required signatures and the resolution will be submitted to Yuma County.

## Chief’s Report-

Martinez Lake Fire DMartinez Lake Fire District

Topic: Department Progress Report

Prepared By: Chief Jodi Little

Date Prepared: March 17th, 2024

The primary purpose of this report is to keep the Board of Fire Directors informed as to the activities and progress on major programs or objectives. The items listed, as near as possible, are in priority order. As a second purpose, this report will be shared with all fire personnel.

Personnel:

Staffing continues at 8, 6 full-time members and 2 part-time. Our staffing is as follows:

Charlie Bush - Board President

Peggy Stankovich - Board Secretary / Treasurer

Teresa Harrington - Board Member

Jodi Little - Fire Chief

John Portz - Capt.

Alexis Velasco - Capt

Will Koppelman - FF

Felipe Ramirez - EMR

Omar Flores - Capt

Steve Juarez - FF

Richie Rubi - FF

Martinez Lake Volunteer Fire Alliance

Randy Tobler - Volunteer FF/EMT

Ian Wigglesworth - Volunteer

Walt Kautz - Volunteer

Brian Lobel - Volunteer

Charlie McMurdie - PIO

Larry Gable - Accountant

Operations:

For the months of February/March there have been a total of 9 calls for our District. (see breakout below)

| Incident Type | Action Taken: | | | | |
| --- | --- | --- | --- | --- | --- |
|  | Canceled | Search | Extinguishment | Provide BLS | Investigate |
| Fire |  |  |  | 1 |  |
| EMS |  |  |  | 2 |  |
| SAR |  |  |  |  |  |
| Electrical |  |  |  |  |  |
| Service Call |  |  |  | 6 |  |
| Assist Invalid |  |  |  |  |  |
| Good Intent |  |  |  |  |  |
| Smoke |  |  |  |  |  |
|  |  |  |  |  |  |
| Automatic Aid Received |  |  |  |  |  |
| Automatic Aid Given |  |  |  |  |  |
| Mutual Aid Received |  |  |  |  |  |
| Mutual Aid Given |  |  |  |  |  |

Response Times: (Target= within 1 mile of station 8 minutes or less, add 2 minutes every mile after)

YC

Interlocal: Continue to communicate with Yuma Proving Grounds for joint training. Starting in April, I will begin attending the following interlocal meetings:

* LEPC-Local Emergency Planning Committee
* YRCS-Yuma Regional Communications Service
* CFOA-Yuma County Fire Officer Association
* FBS - Fire Business System association (Wildland)
* YRMC EMS - Yuma Regional Medical Center Emergency Medical Systems (Monthly review and audit)

Budget/Finance: We finish the year within budget IF everyone pays their taxes, and payroll stays at 48 hrs, per employee per week. I will be covering open shifts moving forward.

| **GL #** | **Description** | **2023 / 2024 Budget** | **Current** | **OT Reim. 8/23** | **OT Reim. 3/24** | **UPDATE 3/2024** | **BUDGET BAL** |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 53001 | Alexis | $37,440.00 | $31,417.50 | $6,495.00 | $5,223.59 | **$43,136.09** | **-$5,696.09** |  |
| 53002 | Flip | $37,440.00 | $27,540.00 | $4,142.50 | $4,947.62 | **$36,630.12** | **$809.88** |  |
| 53003 | Jodi | $37,440.00 | $22,274.00 | $0.00 | $0.00 | **$22,274.00** | **$15,166.00** |  |
| 53004 | John | $37,440.00 | $28,383.75 | $1,140.00 | $5,488.39 | **$35,012.14** | **$2,427.86** |  |
| 53005 | Richie | $37,440.00 | $20,152.50 | $0.00 | $839.17 | **$20,991.67** | **$16,448.33** |  |
| 53006 | Steve | $37,440.00 | $13,200.00 | $0.00 | $51.08 | **$13,251.08** | **$24,188.92** |  |
| 53007 | Will | $37,440.00 | $29,745.00 | $2,002.50 | $2,297.81 | **$34,045.31** | **$3,394.69** |  |
| 53008 | Omar | $37,440.00 | $28,215.00 | $1,155.00 | $6,047.19 | **$35,417.19** | **$2,022.81** |  |
| 53009 | Cassandra | $0.00 |  |  | $2,317.50 | **$2,317.50** | **-$2,317.50** |  |
| 53010 | Rylee | $0.00 |  |  | $707.00 | **$707.00** | **-$707.00** |  |
| 53100 | Vacation est. | $12,960.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 53101 | Sick Leave | $6,480.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 54200 | Health Insurance | $9,500.00 | $8,167.78 | $0.00 | $0.00 | $0.00 | $1,332.22 |  |
| 54300 | Payroll Taxes | $24,000.00 | $19,639.18 | $0.00 | $0.00 | $0.00 | $4,360.82 |  |
| 54400 | Retirement contribution 1% match | $2,727.00 | $0.00 | $0.00 | $0.00 | $0.00 | $2,727.00 |  |
| 54500 | Workmans Comp Insurance | $11,000.00 | $3,219.00 |  |  |  | $7,781.00 |  |
| 55001 | Engine | $2,000.00 | $7,138.61 |  |  |  | -$5,138.61 |  |
| 55002 | OshKosh P-19 | $5,000.00 | $250.00 |  |  |  | $4,750.00 |  |
| 55003 | Type 6 Wildland | $1,500.00 |  |  |  |  | $1,500.00 |  |
| 55004 | Boat | $1,500.00 |  |  |  |  | $1,500.00 |  |
| 55006 | F-250 Response unit | $1,500.00 |  |  |  |  | $1,500.00 |  |
| 56001 | Engine | $3,000.00 | $1,194.07 |  |  |  | $1,805.93 |  |
| 56002 | OshKosh P-19 | $1,000.00 | $460.77 |  |  |  | $539.23 |  |
| 56003 | Type 6 Wildland | $1,000.00 | $150.00 |  |  |  | $850.00 |  |
| 56004 | Boat | $1,500.00 |  |  |  |  | $1,500.00 |  |
| 56004 | F-250 Response unit | $2,500.00 |  |  |  |  | $2,500.00 |  |
| 57000 | Vehicle Insurance | $6,000.00 | $5,485.00 |  |  |  | $515.00 |  |
| 57001 | Engine | $1,200.00 |  |  |  |  | $1,200.00 |  |
| 57002 | OshKosh P-19 | $1,200.00 |  |  |  |  | $1,200.00 |  |
| 57003 | Type 6 Wildland | $1,200.00 |  |  |  |  | $1,200.00 |  |
| 57004 | Boat | $1,200.00 |  |  |  |  | $1,200.00 |  |
| 57005 | F-250 Response unit | $1,200.00 | $25.00 |  |  |  | $1,175.00 |  |
| 58100 | Radio Contract | $10,000.00 | $7,353.96 |  |  |  | $2,646.04 |  |
| 58102 | Legal Fees (merger) | $8,000.00 | $5,862.49 |  |  |  | $2,137.51 |  |
| 58103 | Liability Insurance | $1,000.00 |  |  |  |  | $1,000.00 |  |
| 58104 | Professional Services | $5,500.00 | $5,500.00 |  |  |  | $0.00 |  |
| 58105 | Fuel | $10,000.00 | $2,170.85 |  |  |  | $7,829.15 |  |
| 58106 | Contract Services | $3,000.00 | $129.00 |  |  |  | $2,871.00 |  |
| 58107 | Station Supplies | $15,000.00 | $4,874.23 |  |  |  | $10,125.77 |  |
| 58108 | Admin Expences | $5,000.00 | $3,387.71 |  |  |  | $1,612.29 |  |
| 58109 | Contingencies | $5,000.00 |  |  |  |  | $5,000.00 |  |
| 58110 | Education / Training (includes Vector Solutions) | $6,000.00 | $4,302.01 | $1,241.39 |  |  | $1,697.99 |  |
| 58200 | OTHER operational | $3,000.00 | $1,431.97 |  |  |  | $1,568.03 |  |
|  |  |  | $281,669.38 | $16,176.39 | $27,919.35 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | $197,379.97 | Collected taxes |
|  |  |  |  |  |  |  | $123,000.00 | Uncollected taxes |
|  |  |  |  |  |  |  | $38,015.25 | 20% Assistance Revenue |
|  |  |  |  |  |  |  | $8,273.12 | Fund Raising Revenue |
|  |  |  |  |  |  |  | $75,000.00 | Fishers Landing |
|  |  |  |  |  |  |  | $109.00 | Donations |
|  |  |  |  |  |  |  | $500.00 | Burrito's / Safe sale |
|  |  |  |  |  |  |  | $600.00 | Horse Shoe |
|  |  |  |  |  |  |  | $25,000.00 | Fishers Landing |
|  |  |  |  |  |  |  | **$10,500.00** | **Sale of Boat** |
|  |  |  |  |  |  |  | **$478,377.34** | **Total Income** |
|  |  |  |  |  |  |  | **-$325,765.12** | **Current budget spent** |
|  |  |  |  |  |  |  | **$152,612.22** | **Budget Remaining after OT** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **$8,032.22** | **19 remaining weekly budget** |

Department Training and Safety:

Upcoming training opportunities:

* S-131, Firefighter Type 1, Instructor led by BLM, April 1st - 2nd 8 am to 5 pm
* MGT-348 - PER-233 - Medical Preparedness and response for Bombing Incidents
* MGT-439 - Pediatric Disaster Response and Emergency Preparedness
* PER-211 - MEDICAL MANAGEMENT OF CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR FBS CFRA Renewal Training
* Obstetric Life Support (OBLS) training - May 8 & 9, 2024 at Northern Arizona University (NAU) - Yuma College of Nursing Yuma, AZ

Logistics:

* Engine 1 - Is due for its yearly pump test.
* P-19 -I still think the best course of action due to the age of the apparatus, and the difficulty of finding parts for repairs, is to sell it.
* Peterbilt Water tender was purchased for Yuma County for $500.00 and has been delivered to the station.
* Brush truck has had the main prime lever repaired. Running with no issues
* Fire boat - Is currently up for sale with an asking price of $12.500.

Strategic Plan:

Due to our wage and industry audit, we will be on a very tight budget throughout the end of 2023/2024. 9 employees were due back overtime pay, totaling $27K. As of today, all current employees have been paid in full. 2 ex-employees, I am still trying to locate.

We will be on a non-rotating work week of 48 hours per employee moving forward.

I would like to hire 2 on-call employees to cover open shifts, and keep OT at zero.

Grants:

As of today, Martinez Lake has submitted $900k in requests for grant and financial assistance. These are listed below:

1. DFFM has opened a grant opportunity for up to $400k reward. Application is due by February 1st, 2024. We will be submitting grant funding to:
   1. Purchase a new engine to replace Engine 1 with the leaking head gasket
   2. Electrical improvements at the station
   3. Upgrading apparatus bay doors to be electric instead of manual
   4. Upgrade apparatus bay to accommodate the parking and storage of our new tender
   5. Rain gutter system and water repair to the office and apparatus bay

Legislation:

FY25 Congressionally directed spending project requests are due by April 5th, 2024. Chief Little will be requesting $500,000 funding for a feasibility study, engineering design and construction planning to:

1. Improve the current hydrant system in place at Martinez Lake Resort
2. Create a hydrant system to cover
   1. North Shore
   2. Pruitt City
   3. Swedes Hill
   4. Fishers Landing. (Dry camp excluded)

## OLD BUSINESS

* Financials - Teresa Harrington presented updated financial reports to Chief Little and members of the board
* Lucky Last Ticket was our last official fundraiser of the year. Thank you to everyone that participated. This event brought in approx. $6,000.
* Status of volunteers - See Chief’s report
* Wage and Labor audit has been completed and closed. Chief Little will continue to keep in contact to ensure the fire district compliance with federal pay regulations.

# Call to the Public

* **No public members in attendance**

# Adjournment

* **Motion to adjourn made by Charlie Bush**
  + **Seconded by Peggy Stankovich**

# Next Meeting

Wednesday, May 18th at 10:00 am