

**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 16, 2024 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. APPROVAL OF MINUTES:

A. Regular Session minutes of December 19, 2023

**MOTION to accept the December 2023 Board Meeting Minutes as presented**

3. REPORTS AND CORRESPONDENCE:
  - A. December 2023 Fire & EMS Reports
  - B. December 2023 Fire Chief's Report
  - C. Chief's Power Point presentation

**MOTION to accept the December 2023 Reports and Correspondence as presented.**

4. FINANCIAL REPORTING: December 2023 Financial and Ambulance Financial Statements.  
**MOTION to accept the December 2023 Financial and Ambulance Financial Statements as presented.**

5. CALL TO THE PUBLIC:
6. EXECUTIVE SESSION FOR THE DISCUSSION OF FIRE CHIEF JASON PAYNE ANNUAL REVIEW: \_\_\_\_\_

BACK IN REGULAR SESSION: \_\_\_\_\_

- A. Discussion and possible action on item 6.
7. OLD BUSINESS:
8. NEW BUSINESS:
  - A. Discussion and possible action regarding the start date for medical benefits for full-time

employees.

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: *1-12-24*

**HEBER-OVERGAARD FIRE DISTRICT BOARD  
BOARD MEETING MINUTES  
January 16, 2024**

The meeting was called to order by Roger Owens at 18:01.

Attendees:

Roger Owens, Chairman  
Steven Grumkoski, Board Clerk \*Telephonic  
Mike Brewer, Board Member

Gary Martin, Board Member  
Mark Dahl, Board Member \*Absent  
Jason Payne – Fire Chief

1. CALL TO ORDER and ROLL CALL OF BOARD MEMBERS:

2. APPROVAL OF MINUTES:

A. Regular Session minutes of December 19, 2023

**MOTION made by Gary Martin to accept the Regular Session Board Meeting minutes of December 19, 2023 as presented. Roger Owens SECONDED the MOTION. Mike Brewer Abstained due to being absent last month, Steven Grumkoski in Favor.**

3. REPORTS AND CORRESPONDENCE:

- A. December 2023 Fire & EMS Reports
- B. December 2023 Fire Chief's Report
- C. Chief's PowerPoint Presentation

**MOTION made by Mike Brewer to accept the Reports and Correspondence. Gary Martin SECONDED the MOTION. All in Favor.**

4. FINANCIAL REPORTING: December 2023 Financial and Ambulance Financial Statements.

**MOTION made by Gary Martin to accept the December 2023 Financial and Ambulance Financial Statements as presented. Steven Grumkoski SECONDED the MOTION. All in favor.**

5. CALL TO THE PUBLIC:

6. EXECUTIVE SESSION FOR THE DISCUSSION OF FIRE CHIEF JASON PAYNE ANNUAL REVIEW: 18:21

**MOTION made by Mike Brewer to go into executive session for the discussion of Fire Chief Jason Payne's Annual review per ARS 38-43.03 (A). Gary Martin SECONDED the MOTION. All in favor.**

BACK IN SESSION: 19:03

A. Discussion and possible action on item 6.

**MOTION made by Mike Brewer to continue and retain contract for one year and with a 5% pay increase for Fire Chief Jason Payne effective January 1, 2024. Gary Martin SECONDED the MOTION. All in favor.**

7. OLD BUSINESS:

8. NEW BUSINESS:

- A. Discussion and possible action regarding the start date for medical benefits for full-time employees. **MOTION made by Mike Brewer that upon full-time employee hire, the medical benefits will be implemented the 1<sup>st</sup> of the month after hire and to amend this in the Employee Policy Manual. Steven Grumkoski SECONDED the MOTION. All in favor.**

7. CALL TO THE PUBLIC:

8. ADJOURNMENT

**MOTION made by Gary Martin to Adjourn. Mike Brewer SECONDED the MOTION. All In Favor. 19:12**

Respectfully Submitted,

Olivia Valencia



R. Owens

M. Brewer



M. Dahl



G. Martin



S. Grumkoski



**Fire Chief Jason S. Payne**

| <b>EMS – Billing Summary</b> | <b>DEC</b> |
|------------------------------|------------|
| ALS Transports               | 41         |
| BLS Transports               | 3          |
| Deceased                     | 0          |
| Helicopter                   | 1          |
| Patient Refusals             | 20         |
| <b>Total Billing Summary</b> | <b>65</b>  |

| <b>FIRE – Run Summary</b> |           |
|---------------------------|-----------|
| Fire                      | 1         |
| Rescue & EMS              | 69        |
| Hazardous Condition       | 2         |
| Service Call              | 15        |
| Good Intent Call          | 2         |
| False Alarm & False Call  | 4         |
| Weather & Nat Disaster    | 0         |
| <b>Total FIRE Calls</b>   | <b>93</b> |

| <b>ACTIVITY –Summary</b>    |           |
|-----------------------------|-----------|
| Community Events            | 1         |
| Burn Permit                 | 6         |
| Firewise Inspection         | 0         |
| Public Assist               | 2         |
| Residential Lockbox Install | 0         |
| Lift Assist                 | 12        |
| Vehicle Lockout             | 3         |
| Public Education            | 3         |
| <b>Total ACTIVITY Calls</b> | <b>27</b> |



**Fire Chief Jason S. Payne**

|                               |                   |
|-------------------------------|-------------------|
| <b>EMS – Billing Summary</b>  | <b>(YTD-2023)</b> |
| ALS Transports                | 576               |
| BLS Transports                | 36                |
| Deceased                      | 12                |
| Helicopter                    | 25                |
| Patient Refusals              | 252               |
| <b>Total Billing Summary</b>  | <b>901</b>        |
| <br>                          |                   |
| <b>FIRE/EMS – Run Summary</b> | <b>(YTD-2023)</b> |
| Fire                          | 46                |
| Rescue & EMS                  | 942               |
| Hazardous Condition           | 16                |
| Service Call                  | 180               |
| Good Intent Call              | 70                |
| False Alarm & False Call      | 48                |
| Weather & Nat Disaster        | 4                 |
| <b>Total FIRE/EMS Calls</b>   | <b>1306</b>       |
| <br>                          |                   |
| <b>ACTIVITY –Summary</b>      | <b>(YTD-2023)</b> |
| Community Events              | 18                |
| Burn Permit                   | 105               |
| Firewise Inspection           | 7                 |
| Public Assist                 | 20                |
| Residential Lockbox Install   | 20                |
| Lift Assist                   | 71                |
| Vehicle Lockout               | 71                |
| Public Education              | 34                |
| <b>Total ACTIVITY Calls</b>   | <b>331</b>        |



**Fire Chief Jason S. Payne**

**December 2023 Fire Chief Report**

**Wildland Update**

- No Wildland assignments or requests. Starting 2024 training process

**Apparatus Update**

- Rescue 71 has been OOS due to electrical parts on order
- The new Engine 71 is complete, waiting on it to be delivered
- Attack-71 in service
- E72 in service as reserve engine
- E73 (type 3) in service
- Tender 71 and 72 in service
- Brush 71 and 72 in service
- BC-71 body work being finished

**Bullet points**

- New firefighter testing complete, January Academy prep
- First Arriving status dispatch boards in process, TV's are mounted
- Winterfest in December. HOFD delivering Santa on multiple days
- Assisted in delivering Santa via helicopter
- Board of Supervisor meeting
- Preparing for 2024 annual physicals
- ARPA funding meeting with 7710
- JVG meetings on 2023 and 2024 financials
- Christmas celebrations
- NWS storm meeting for upcoming winter storms. Weekly
- NAFCA Air Ambulance meeting
- First Due software and responder application is complete
- First Due asset management side working with
- Auto-Aid Group Meetings moving to a complete auto-aid with all departments (Monthly)
- Attended multiple HOA meetings (Monthly)
- Chamber of Commerce meetings (Monthly)
- University of Arizona quality assurance EMS meetings (Monthly)



**Fire Chief Jason S. Payne**

- NAFCFA meeting (Monthly)
- Community CPR Class (Monthly)
- HOCRN Meetings (Monthly)
- Crisis Response Team meeting (Monthly)
- Annual Reviews (Monthly)
- Show Low dispatcher meeting (Monthly)
- Summit Base Hospital Run Review (Monthly)
- Medical Billing Data collection monthly meeting (Monthly)
- Monthly year end grant funding reports due