

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 18, 2022 at 6pm. in the Heber-Overgaard Fire Station, Overgaard, Navajo County, Arizona. As indicated in the following agenda, 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. CONSENT AGENDA:
 - A. APPROVAL OF MINUTES:
 1. Regular Session minutes of December 21, 2021
 - B. REPORTS AND CORRESPONDENCE:
 2. December 2021 Fire & EMS Reports
 3. December 2021 Fire Chief's Report
 4. December 2021 Deputy Chief's Report
3. CALL TO THE PUBLIC:
4. OLD BUSINESS:
 - A. Discussion and possible action regarding holiday pay for the suppression and reserve personnel.
 - B. Discussion and possible action regarding the mandatory approval of the 2018 International Fire Code.
 - C. Discussion and possible action regarding re-visiting the COVID-19 sick time.
 - D. Station update.
 - E. Grants update.
5. NEW BUSINESS:

- A. Discussion and possible action regarding the December 2021 Monthly Financial and Ambulance Financial Statements.
 - B. Discussion and possible action regarding the 2020-21 Audit.
 - C. Discussion and possible action regarding selling and replacing 1866 2018 Ford Transit and E72 04 Freightliner.
 - D. Discussion and possible action regarding the current staffing.
 - E. The district received \$15,677.99 from the Smart & Safe AZ Fund on 12-28-21 that went toward the Public Safety Personnel Retirement System unfunded liability.
6. VOTE TO GO INTO EXECUTIVE SESSION:
- A. Executive Session regarding Fire Chief McCluskey's contract, pursuant to A.R.S. 38-43-03 (A) (1):
 - B. Board Chair Announcement: Executive Sessions are Confidential:
7. BACK INTO REGULAR SESSION:
- A. Discussion and possible action regarding Fire Chief McCluskey's Contract:

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 HALL 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.

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: 1-14-22

HEBER-OVERGAARD FIRE DISTRICT BOARD
BOARD MEETING MINUTES
January 18, 2022

The meeting was called to order by Chairman Roger Owens at 1800.

Attendees:

Roger Owens, Chairman	Steven Grumkoski, Board Member
Roxanne Flynn, Board Clerk – via zoom	Jerry Call, Board Member
Mike Brewer, Board Member – phone at 0617 PM	Dee McCluskey – Fire Chief

1. CALL TO ORDER and ROLL CALL OF BOARD MEMBERS:
2. CONSENT AGENDA:
 - A. APPROVAL OF MINUTES

1. Regular Session minutes of December 21, 2021

MOTION made by Roxanne Flynn to approve minutes with amendment. Steve Grumkoski SECONDED the MOTION. All In Favor.

- B. REPORTS AND CORRESPONDENCE:

1. December 2021 Fire & EMS Reports
 2. December 2021 Fire Chief's Report
 3. December 2021 Deputy Chief's Report

MOTION made by Steve Grumkoski to accept the Reports and Correspondence. Roxanne Flynn SECONDED the MOTION. All in Favor.

3. CALL TO THE PUBLIC: No Public Comment.
4. OLD BUSINESS:

- A. Discussion and possible action regarding holiday pay for the suppression and reserve personnel.

Discussion as to eliminating the 56 Hour end of year payout to all crew and going to paid time and a half for those who are actually on staff. This change to incentivize crew to work Holidays.

Chief to put together the language on new policy for Holidays and present for approval.

- B. Discussion and possible action regarding the approval of the 2018 International Fire Code.
Discussion to adopt the 2018 IFC and post to the public for 21 days for comment.

MOTION made by Steve Grumkoski to adopt the 2018 International Fire Code. Roxanne Flynn SECONDED the MOTION. All in Favor.

- C. Discussion and possible action regarding re-visiting the COVID-19 sick time.

Discussion to eliminate the COVID Sick Time payout and return to Paid Sick Time or PTO only for all sick or COVID related absences.

MOTION made by Roxanne Flynn to approve. Steve Grumkoski SECONDED the MOTION. All in Favor.

D. Station update.

Flooring is almost completed. Crews did paint the station. Counter tops going in this week.

E. Grants update.

Discussion of E71 blew up carrier bearing, out of service. Removing drive axel to get to Ash for repair. 7 to 10 days to get up and running due to the amount of damage.

Governors Office of Highway Safety grant of \$15K extrication equipment/battery grant.

Radios Grant turned into three Radios instead of the original four radios due to increase in unit price cost. State Homeland Security Grant gave \$18K for mobile radios. Requesting additional grant for the remaining three radios. Looking at \$37K in additional grant.

5. NEW BUSINESS:

A. Discussion and possible action regarding the 2020-21 Audit.

Income from Operations shows a significant increase from 34K in 2020 to 542K in 2021 due to Wildland billing, accurate and timely ambulance billing along with the new Tax rate.

Discussion as to dramatic increase in unfunded liability and the driving factors.

Audit to be made available to the public.

MOTION made by Steve Grumkoski to accept the 20-21 Audit as presented. Jerry Call SECONDED the MOTION. All In Favor.

B. Discussion and possible action regarding the December 2021 Monthly Financial and Ambulance Financial Statements.

Ben noted that we are up in OT expenses, yet still over in revenue.

Mike Brewer inquired as to a possible payment towards or payoff of the unfunded liability from revenues. Ben noted potential to do so or obtain loan to do so, yet timing and amount are the outlying factor.

Chief McCluskey addressed the AR question raised by Steve Grumkoski as to delayed Medicare COVID19 Vaccination claims showing over 180 days. Medicare is hand processing the claims due to multiple PTANs for HOFD (one PTAN for Ambulance billing and one PTAN for mass immunizations). Now completing batch billing to eliminate the delay.

MOTION made by Steve Grumkoski to accept the December 2021 Financial and Ambulance Financial Statements. Roxanne Flynn SECONDED the MOTION. All In Favor.

C. Discussion and possible action regarding selling and replacing 1866 2018 Ford Transit and E72 04 Freightliner.

Discussion to approve the disposal and sale of 1866 and E72 for the future purpose of getting new equipment in the future.

MOTION made by Roxanne Flynn to move forward with sale of 1866 and E72. Jerry Call SECONDED the MOTION. All In Favor.

- D. Discussion and possible action regarding the current staffing.

Due to increase in call volume, and more calls happening back to back, we are limiting crew in station and putting the Reserve in a more important position.

A hiring increase across the state is depleting the Reserve pool.

Seeing the increase in OT to cover staffing issues.

Looking at adding a 5th to staff/crew and eliminate OT and pad staffing levels.

District coverage and Wildland availability affected.

Roxanne requested that a work up of cost for adding to staff compared to OT.

- E. The district received \$15,677.99 from the Smart & Safe AZ Fund on 12-28-21 that went toward the Public Safety Personnel Retirement System unfunded liability.

6. VOTE TO GO INTO EXECUTIVE SESSION:

- A. Executive Session regarding Fire Chief McCluskey's contract, pursuant to A.R.S. 38-43-03(A) (1):
- B. Board Chair Announcement: Executive Sessions are Confidential

MOTION made by Steve Grumkoski to go into Executive Session. Mike Brewer SECONDED the MOTION. All In Favor. 19:25

7. Back to Regular Session: 20:08

C. Discussion and possible action regarding Fire Chief McCluskey's Contract:

- A. Average Score of 2.73 for total points 38.25 out of 42 for 91%. Commended for service.
- B. Move to Step 13 and update the contract so it can be signed at the next board meeting. Backdate to January 4th 2022.
- C. The Chief will meet with Mike Brewer and Steve Grumkoski for employee comment.

MOTION made by Mike Brewer to approve Chief McCluskey's contract to extension for one additional year. Jerry Call SECONDED THE MOTION. All in Favor.

8. CALL TO THE PUBLIC: No Public Comment.

9. ADJOURNMENT

MOTION made by Steve Grumkoski to Adjourn. Mike Brewer SECONDED the MOTION. All In Favor.

Respectfully Submitted,

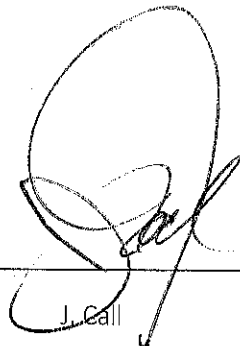
Elizabeth Warren
Certified Ambulance Coder/Biller



R. Owens

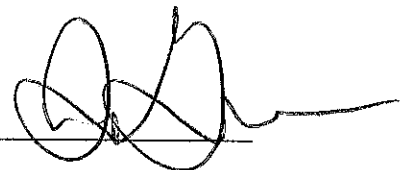


M. Brewer



J. Call

R. Flynn



S. Grumkoski

HOFD INCIDENT RUN SUMMARY

DECEMBER 2021

EMS – Billing Summary	(DECEMBER)	(YTD-2021)
ALS Transports	41	535
BLS Transports	6	52
Deceased	1	12
Helicopter	0	6
Patient Refusals	<u>23</u>	<u>237</u>
Total EMS Billing	71	842

FIRE – Run Summary	(DECEMBER)	(YTD-2021)
Fire	2	44
Rescue & EMS	73	908
Hazardous Condition	3	26
Service Call	10	109
Good Intent Call	8	82
False Alarm & False Call	6	48
Severe Weather & Natural Disaster	0	2
Special Incident – Wildland Assignment	<u>0</u>	<u>3</u>
Total EMS-FIRE Calls	102	1222

ACTIVITY –Summary	(DECEMBER)	(YTD-2021)
Community Events	0	2
Burn Permit	9	81
Public Assist	1	14
Residential Lockbox Install	0	15
Lift Assist	0	4
Vehicle Lockout	13	61
Public Education	<u>0</u>	<u>5</u>
Total ACTIVITY Calls	23	182

FIRE PREVENTION ACTIVITY –Summary	(DECEMBER)	(YTD-2021)
Initial Inspection	0	4
Re-Inspection	0	3
Annual Inspection	0	10
Firewise Inspections	0	4
Engine Company Surveys	<u>0</u>	<u>2</u>
Total PREVENTION ACTIVITY	0	23

RESPONSE TIMES

EMS Response Times Month (DECEMBER)	<u>Minutes.Seconds</u>
In-District	3.95 (-)
Out of District – In CON	17.29 (+)
Out of CON	18.40 (-)
EMS Response Times 2021	<u>Minutes.Seconds</u>
In-District	4.18 (+)
Out of District – In CON	11.77 (-)
Out of CON	26.67 (-)

The Mission of the Heber-Overgaard Fire District is to serve the people and protect lives and property by providing fire, rescue and emergency medical services.



HOFD 2020 Fire Run Summary

Incident Type	Total Incidents	Percent of Total Incidents
Category: 1 - Fire		
Brush or brush-and-grass mixture fire	3	0.28%
Building fire	2	0.19%
Chimney or flue fire, confined to chimney or flue	2	0.19%
Cooking fire, confined to container	4	0.38%
Fire, other	2	0.19%
Forest, woods or wildland fire	6	0.57%
Natural vegetation fire, other	2	0.19%
Passenger vehicle fire	1	0.09%
Road freight or transport vehicle fire	2	0.19%
	Total: 24	Total: 2.26%
Category: 3 - Rescue & Emergency Medical Service Incident		
Emergency medical service, other	153	14.43%
EMS call, excluding vehicle accident with injury	612	57.74%
Motor vehicle accident with injuries	35	3.30%
Motor vehicle accident with no injuries.	25	2.36%
Motor vehicle/pedestrian accident (MV Ped)	2	0.19%
	Total: 827	Total: 78.02%
Category: 4 - Hazardous Condition (No Fire)		
Arcing, shorted electrical equipment	2	0.19%
Attempted burning, illegal action, other	5	0.47%
Explosive, bomb removal (for bomb scare, use 721)	1	0.09%
Gas leak (natural gas or LPG)	2	0.19%
Gasoline or other flammable liquid spill	1	0.09%
Hazardous condition, other	2	0.19%
Refrigeration leak	1	0.09%
	Total: 14	Total: 1.32%
Category: 5 - Service Call		
Animal problem	1	0.09%
Assist invalid	42	3.96%
Assist police or other governmental agency	6	0.57%
Lock-out	8	0.75%
Public service	2	0.19%
Public service assistance, other	9	0.85%
Service call, other	1	0.09%
Unauthorized burning	33	3.11%
Water or steam leak	1	0.09%
	Total: 103	Total: 9.72%
Category: 6 - Good Intent Call		
Authorized controlled burning	8	0.75%
Dispatched and cancelled en route	26	2.45%
Good intent call, other	2	0.19%
No incident found on arrival at dispatch address	1	0.09%
Smoke scare, odor of smoke	12	1.13%
Steam, other gas mistaken for smoke, other	2	0.19%
	Total: 51	Total: 4.81%
Category: 7 - False Alarm & False Call		
Alarm system activation, no fire - unintentional	32	3.02%
Alarm system sounded due to malfunction	1	0.09%
Carbon monoxide detector activation, no CO	1	0.09%

Incident Type	Total Incidents	Percent of Total Incidents
Smoke detector activation, no fire - unintentional	4	0.38%
Unintentional transmission of alarm, other	2	0.19%
	Total: 40	Total: 3.77%
Category: 8 - Severe Weather & Natural Disaster		
Lightning strike (no fire)	1	0.09%
	Total: 1	Total: 0.09%
	Total: 1,060	Total: 100.00%

YEAR TO DATE 2020



HOFD 2021 Fire Run Summary

Incident Type	Total Incidents	Percent of Total Incidents
Category: 1 - Fire		
Brush or brush-and-grass mixture fire	10	0.82%
Building fire	7	0.57%
Chimney or flue fire, confined to chimney or flue	1	0.08%
Cooking fire, confined to container	1	0.08%
Fire in mobile home used as fixed residence	1	0.08%
Fire in mobile prop. used as a fixed struc., other	2	0.16%
Forest, woods or wildland fire	13	1.06%
Natural vegetation fire, other	3	0.25%
Passenger vehicle fire	2	0.16%
Road freight or transport vehicle fire	2	0.16%
Trash or rubbish fire, contained	2	0.16%
	Total: 44	Total: 3.60%
Category: 3 - Rescue & Emergency Medical Service Incident		
Emergency medical service, other	135	11.05%
EMS call, excluding vehicle accident with injury	679	55.56%
Medical assist, assist EMS crew	1	0.08%
Motor vehicle accident with injuries	59	4.83%
Motor vehicle accident with no injuries.	30	2.45%
Motor vehicle/pedestrian accident (MV Ped)	1	0.08%
Search for lost person, other	3	0.25%
	Total: 908	Total: 74.30%
Category: 4 - Hazardous Condition (No Fire)		
Attempted burning, illegal action, other	6	0.49%
Carbon monoxide incident	2	0.16%
Chemical hazard (no spill or leak)	1	0.08%
Combustible/flammable gas/liquid condition, other	1	0.08%
Gas leak (natural gas or LPG)	5	0.41%
Gasoline or other flammable liquid spill	1	0.08%
Hazardous condition, other	9	0.74%
Power line down	1	0.08%
	Total: 26	Total: 2.13%
Category: 5 - Service Call		
Assist invalid	56	4.58%
Assist police or other governmental agency	16	1.31%
Lock-out	10	0.82%
Person in distress, other	1	0.08%
Public service assistance, other	5	0.41%
Ring or jewelry removal	1	0.08%
Unauthorized burning	19	1.55%
Water or steam leak	1	0.08%
	Total: 109	Total: 8.92%
Category: 6 - Good Intent Call		
Authorized controlled burning	8	0.65%
Dispatched and cancelled en route	54	4.42%
Good intent call, other	1	0.08%
HazMat release investigation w/no HazMat	2	0.16%
No incident found on arrival at dispatch address	3	0.25%
Smoke scare, odor of smoke	13	1.06%
Steam, vapor, fog or dust thought to be smoke	1	0.08%

Incident Type	Total Incidents	Percent of Total Incidents
	Total: 82	Total: 6.71%
Category: 7 - False Alarm & False Call		
Alarm system activation, no fire - unintentional	2	0.16%
Carbon monoxide detector activation, no CO	1	0.08%
False alarm or false call, other	5	0.41%
Municipal alarm system, malicious false alarm	1	0.08%
Smoke detector activation due to malfunction	1	0.08%
Smoke detector activation, no fire - unintentional	36	2.95%
Unintentional transmission of alarm, other	2	0.16%
	Total: 48	Total: 3.93%
Category: 8 - Severe Weather & Natural Disaster		
Lightning strike (no fire)	2	0.16%
	Total: 2	Total: 0.16%
Category: 9 - Special Incident Type		
Special type of incident, other	3	0.25%
	Total: 3	Total: 0.25%
	Total: 1,222	Total: 100.00%

2021