



2422 N Firehouse Lane - Huachuca City, AZ 85616

**MINUTES OF THE WHETSTONE FIRE DISTRICT  
BOARD MEETING 23 NOVEMBER 2020 AT 1700 HOURS.**

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

**Members Present: Donna Graybill, Pamela Cohen, Dave Johnson, Trevor Thompson, Steven Hasson**

**Staff Present: Cathy Dyer, BC Foster**

**Absent: None**

It was determined a quorum existed.

**Call to the Public:**

**None**

**Old Business:**

**-Review Amendment and Discussion of the Intergovernmental Agreement for service of Huachuca City IGA update on suggested changes and IGA extension**

Donna Graybill: So this is on the new business too because we have the IGA-N from Huachuca City so we can just go right into the new business.

**New Business:**

**-Review Amendment, Discussion, and Possible Action of the resolution 2020-27 Huachuca City extension of agreement**

Donna Graybill: Did everyone get a chance to go through it?

Dave Johnson: Has it changed at all since we met with Huachuca City?

Donna Graybill: No there aren't any major changes. It's pretty upfront- we're going for 6 months with everything pretty much the same and everything that's changed is pretty much terminology at this point and we'll be working on a new one between now and the next 6 months and we're going for a 20 year contract so we're comfortable in this.

Dave Johnson: This will give the staff a long term assurance which in this field you definitely want.



Donna Graybill: Any questions or comments?

\*None were had

**MOTION:** Motion to sign the extension on the IGA agreement for Huachuca City

**RESULT:** Five in favor; none opposed

**MOVED BY:** Donna Graybill

**SECONDED:** Dave Johnson

### **-Review Amendment and Discussion of Possible Action of the Board Meeting Minutes from 28 October 2020**

Donna Graybill: We also have the executive session minutes from the same day which we will have to approve in an executive session. So did everyone get a chance to read the minutes?

Pamela Cohen: My printer broke so I don't have a physical copy. \*She was given time to read them\*

Donna Graybill: Any other questions or comments?

\*None were had.

**MOTION:** Motion to approve the Public Session Minutes from 28 October 2020

**RESULT:** Five in favor; none opposed

**MOVED BY:** Donna Graybill

**SECONDED:** Trevor Thompson

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

Cathy Dyer: So you've got your packets. We've gotten some considerable amounts in the form of real estate revenue tax which is nice. If we go back through the reports and break this down you'll see we received a payment for \$222,919.55 to throw into operations. We began the month of October with the \$3,297.31 in the Operations account, we payed out \$178,459.77 for total payouts, and receivables were \$420,586.70 and that includes real estate tax, property tax, and one of the payments from the Huachuca City IGA and miscellaneous ambulance revenues. No dipping into the credit line. We ended the MNO with \$245,50.61 for the month of October. The Reserve account at the beginning of October was \$54,527.97 with no payables and we received \$121.98 in interest, ending with \$54,649.95. The Volunteer pension account started with \$43,58.03, with 0 payables, \$54.23 gained in interest, ending with \$43,112.26. All of the corresponding reports are attached to include the reconciliation report and check register.

Donna Graybill: Any questions or concerns?



\*None were had.

**-Review Amendment and Discussion of Possible Action of Changing the current schedule of board meeting dates and board meeting times**

Donna Graybill: The last month's meeting made me think about changing it because if we have it in that last week and we don't have a quorum on Monday it doesn't give us very long to get a meeting together. So with that taken into consideration I'd also like to make it later because a lot of people like the Huachuca City board want to attend the meeting but at 5 they're just getting off so that's not really feasible. I was looking at either a Wednesday or a Thursday at 6pm the 3rd week of the month. Anybody have any discussion?

Pamela Cohen: Wednesday I can do but Thursday I cannot guarantee.

Steven Hasson: We want transparency and we want citizen participation and having it at 5 just makes it difficult for people to be here.

Pamela Cohen: We used to be at 6 and nobody came anyway.

Donna Graybill: We'll see because they're all saying they are pretty on board with coming now so we'll see what happens.

Trevor Thompson: Wednesday sounds better.

Donna Graybill: Cathy do I need to give you more time to get the reports done?

Cathy Dyer: No.

**MOTION:** Motion to, starting in December, change the board meeting to be on the 3rd Wednesday of each month at 6pm

**RESULT:** Five in favor; none opposed

**MOVED BY:** Donna Graybill

**SECONDED:** Trevor Thompson

**-Review Amendment and Discussion of Possible Action of returning the donation offer to have the Station 321 bay doors painted with an American flag mural**

Dave Johnson: I missed that meeting where that discussion was.

Pamela Cohen: Apparently they pulled out and no longer want to do it so I don't think there needs to be a discussion of it.



Donna Graybill: We do need to take an action though.

**MOTION:** Motion to accept the offer was retracted and the bay doors at Station 321 will not be painted

**RESULT:** Five in favor; none opposed

**MOVED BY:** Donna Graybill

**SECONDED:** Trevor Thompson

Donna Graybill: At this time we are going to temporarily adjourn.

**MOTION:** Motion to go into an executive session under the statutes to review the following items: review and discussion of executive session minutes from 28 October 2020, review and discussion of 2 executive minute review requests from 26 October 2020, review and discussion of interim chief contract proposal.

**RESULT:** Five in favor; none opposed

**MOVED BY:** Donna Graybill

**SECONDED:** Dave Johnson

Donna Graybill: We adjourned the executive session at 1744 and we are back in public session at 1746.

#### **-Review Amendment and Discussion of Possible Action of Executive Session Minutes from 28 October 2020**

**MOTION:** Motion to go approve the executive session minutes from 28 October 2020

**RESULT:** Five in favor; none opposed

**MOVED BY:** Donna Graybill

**SECONDED:** Trevor Thompson

#### **-Review Amendment and Discussion of Possible Action of Executive Session Minutes Request from 26 October 2020**

Donna Graybill: Request from Michael Bidon to receive a copy of the executive session minutes from 26 October 2020.

Steven Hasson: So we have the minutes but they're in draft form.

Trevor Thompson: That's not this one.

Pamela Coehn: It was the one that became null and void because it was not supposed to be taken to us and there was no action taken.



Donna Graybill: Any other discussion or comments on it?

\*None were had

**MOTION:** Motion that Michael Bidon not be given a copy of the executive session minutes because they were null and void and the board will issue a letter to that effect

**RESULT:** Five in favor; none opposed

**MOVED BY:** Donna Graybill

**SECONDED:** Trevor Thompson

Donna Graybill: We will get a letter drafted for that.

#### **-Review Amendment and Discussion of Possible Action of Executive Session Minutes Request**

Donna Graybill: The other request was from former chief Bidon. Any discussion or comments?

Pamela Cohen: I feel there's no reason he can't have a copy of it.

Steven Hasson: I agree with that.

Donna Graybill: Any other comments or discussion?

\*None were had.

**MOTION:** Motion that we make available those minutes for former chief Bidons review

**RESULT:** Five in favor; none opposed

**MOVED BY:** Dave Johnson

**SECONDED:** Trevor Thompson

Donna Graybill: We will see to him that he gets a copy of that.

#### **-Review Amendment and Discussion of Interim Contract Proposal**

Donna Graybill: We need a work session to talk about what we will specifically be looking for in a potential chief including qualifications, prior experience, etc. Any discussion?

\*None was had.

**MOTION:** Motion to table this discussion until we have a work session on the matter

**RESULT:** Five in favor; none opposed

**MOVED BY:** Steven Hasson

**SECONDED:** Pamela Cohen



**-Chief's Report:**

BC Foster: Okay so I've got your breakdown for calls. From the beginning of the year to the 31st of October we've had 1007 calls. And we have breakdowns beyond that but I'm not sure what went wrong because the numbers aren't adding up so I'll look into that. The monthly breakdowns are more accurate and our month total for October was 35 calls. The breakdowns also include call type and we haven't had anything out of the ordinary and most of our calls are medical in nature. One big thing is that we'll be testing for captains and lieutenants starting at the end of this month. We'll have a written test which is a CAN test which we purchase from a company and we send the tests back and they send us the results.

Steven Hasson: Will you do them at the same time?

BC Foster: No I already have the dates all scheduled so they'll know when they need to be here. We've gotten our letters of interest and we got a pretty good number of them so it should be a pretty good pool of people to pull from. We also have a practical evaluation planned where we'll have a tactical simulator set up so they'll kind of work as an incident commander so we can work through an incident where they get to be in that role and run the scene. We also have a scenario for interpersonal relations where they'll deal with subordinates. And we'll have an in-box scenario where they'll have to prioritize tasks and give a description on a plan of action. We'll also have an oral board and my plan is to talk to some chiefs around the area and see if they would mind sitting in on this. That will eliminate any kind of bias that may seem to exist and also give a larger pool of experience in making that decision. I've already talked to the Bisbee Fire chief and we've done this over at his department and he said he's all on board coming down for this.

Donna Graybill: Just an interjection: Sierra Vista Fire Chief Jones and Fry Fire Chief Savage would both sit in on it.

BC Foster: That's great! Thanksgiving is coming up and as that ends we'll start collecting food and toys like we do every year for our Christmas food and toy drive. We did receive 20 turkeys this morning from the wild turkey foundation and they do this every year and it's the majority of the turkeys we get. We'll still have some more to collect but it's a good starting point. We've put together a committee and we're gonna start meeting at the end of this month to start planning the logistics for the christmas toy drive. Huachuca City has also asked us to participate in the parade on December 12th.

Donna Graybill: On that, how can the board be of assistance to you on the Christmas parade?

BC Foster: Well we're gonna have the new trucks in there for the public to see what their tax dollars went into and they're good looking trucks so I think that'll be nice to put in there.

Donna Graybill: We'd like to participate.

BC Foster: Absolutely. We really appreciate the board's participation around this time of year and I highly recommend it.





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Donna Graybill: So we'll need to be kept up to date on everything.

BC Foster: Absolutely. So we're gonna be having some changes coming our way in terms of dispatching and how we're being dispatched. They're small changes and we've already seen a couple of them begin. What it is is Seacom is going to a computerized system over there which helps them organize and prioritize their calls. It will give them instructions on CPR and give them a protocol to go through so it will know what units to send to calls. This will cut time off dispatching time and the most recent change I've heard of is with our dispatching channel. We'll be given different channels to operate on when 3 or more units are dispatched and this will help keep the main dispatching channel clear. The commanding officer will keep 2 radios and monitor 2 channels to communicate with on scene units and dispatch. I'm talking with BC Meeker from Sierra Vista and he's gonna help us get through this. Our only bad news is that our back up generator is done. I've been waiting for quotes and we got one in and it looks like replacement is the way to go and it's gonna be about \$4600. Right now we are good for small outages but batteries will only last so long so this is kind of a pressing thing. At the end of this month right before Christmas I'm anticipating hazmat testing for our Fire 1 and 2 and this is the final step for our guys and they've been through a lot with challenges with Covid and the aftermath from that. We're also gonna be receiving some certifications from the DO/AO class we held last year. The rosters didn't get sent off but I sent them off so it looks like they'll be coming in soon. It's a certificate of completion from AZCFSE and not a certification but that's still good. So they've acknowledged our class and that they completed it. We've got one new full time hire- Alex Denny who is currently working through orientation. He'll start shift work on December 3rd and he's doing a really great job and he's right on track. We also have 2 volunteer firefighters: Delilah and Steven. They've both been in and out of the station and they are doing really well and hitting the ground running. Both of them are really eager and determined. We are still looking for applicants for full time, part time, and volunteer so hopefully we'll get some in soon.

Donna Graybill: Where do we stand with postings?

BC Foster: Right now I've got the same flyer I've been posting and I asked the firefighters if they had any input or wanted to make a new poster and I'd be open to that. We're posting it to the website and the Arizona job board as well. For now I'll recycle this poster until I get an updated one.

Donna Graybill: Anyone have any questions?

\*None were had

### **Board Members' Comments:**

Steven Hasson: I want to know if the painting has been done on the wall in there and do we have new beds yet?



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Donna Graybill: We don't have the painting done and the beds are waiting on our approval.

Steven Hasson: I would like to put that on the agenda for future consideration.

Donna Graybill: Okay. I've had a very busy past few weeks. I've met with Sierra Vista Fire Chief, I've met with Fry's Chief, Vail's Chief, Palominas' Chief, and they are all flooding me with all sorts of information and I have been invited to all of their meetings along with any board member who want to attend and there's a lot of meetings. We were asked to participate in Huachuca City's staff meetings as well. It's been really interesting and very exciting seeing all the different fire departments and it looks like 2021 has some exciting things coming. I've gotten nothing but wonderful words on how you all are doing and they just spoke highly of everyone and the job you're doing. Be proud of yourself and know that you are being recognized.

### **Future Agenda Items:**

#### **-Firefighter Beds**

Sam Foster: I am definitely behind that.

Donna Graybill: We need a work session.

Pamela Cohen: We'll need a date and time.

Donna Graybill: We'll get one put together. Any other agenda items?

\*No more items were added

### **Adjournment:**

**MOTION:** Motion to adjourn the meeting at 1808

**RESULT:** Five in favor; none opposed

**MOVED BY:** Donna Graybill

**SECONDED:** Dave Johnson

Minutes Recorded By:  
Hannah Sovar-Knox, CEP