

Mayer Fire District
Regular Meeting Minutes
Wednesday, November 17, 2021 4:30PM
Mayer Fire Administration

1 ***Call to order***

Chairman Thurman called the meeting to order at 4:35 P.M.

2 ***Pledge of allegiance***

3 ***Roll Call of members***

Present were Chairman Thurman (virtually), Clerk Runyan, Member Junkins. Members Montgomery and Baca not present.

4 ***Call to the public (The Fire Board can only respond to items on the Agenda, Comments limited to two minutes each.)***

There was no public comment.

5 ***Chief's Report:***

a) Monthly and year-to-date financials

Chief Smith reviewed his monthly report with the Board.

Ambulance revenue continues to be above projections. We will be able to budget for \$1,000,000.00 for next year's ambulance budget.

Out of District billing has improved and should come close to projected amount.

County running a preliminary valuation report for next year to give an idea of how to increase our budget. That is expected by the end of this month, November 2021.

b) Current event report

The TRT class finishes next week. The first in-house paramedic refresher course finishes up by next weekend. All radio equipment is off the tower in Spring Valley. We sent notice to terminate the tower lease. That will save about \$8,000.00 per year. And we will have enhanced radio coverage. Lifeline is still having staffing issues. Rescue #22 was used a couple of times. We are running numbers to determine how many calls have been turned over to Lifeline over the years to determine the amount of money we have given away due to lack of resources to man and maintain a third ambulance.

6 ***Mayer Chapter of the International Association of Firefighters (IAFF) Local #3066 (the Union) report***

There was no report from the Union.

7 ***Consent Agenda***

Member Junkins motioned to accept consent agenda items a-h as posted. Clerk Runyan seconded the motion. The vote was Aye 3, No 0. All present voting Aye. Motion carried.

8 ***Possibly changing the January 2022 meeting date***

Chairman Thurman will be at a conference on the next regular meeting date.

It was agreed that the January board meeting will be January 12th.

9 ***Board Resolution to apply for Arizona Governor's Office of Highway Safety Grant***

Chief explained that most grant applications do not require a resolution, but this grant comes with stipulations that we must keep the gifted equipment for ten years and account for it. We cannot sell it or give it away. If for some reason we cannot hold on to it, we must contact the State and give it back to them. The equipment we are applying for is three sets of extrication equipment at \$30,000.00 each.

Member Junkins motioned to approve a board resolution to apply for the Arizona Governor's Office of Highway Safety Grant for extrication equipment. Clerk Runyan seconded the motion. The vote was Aye-3, No-0. All present voting Aye. Motion carried.

10

Employee paid sick and vacation time to align with Williamson Valley's paid-time-off (PTO)

Chief Smith explained that MFD (Mayer Fire District) full-time operational employees accrue sick time and vacation time. Accrued sick time can only be taken for sick time off. Accrued vacation time can only be taken for vacation time off. At WVFD (Williamson Valley Fire District) all accrued time off is PTO (Paid Time Off). It can be used for either sick or vacation. An example of what can happen is an employee uses their vacation time up. Which does not allow for them to take a day off for a mental health day if needed later in the year. If the employee then takes a mental health day off and uses sick time to do it, and it is found out that they spent the day at the lake, it becomes a disciplinary item.

If all time off is designated PTO, it can be used for vacation or sick.

The other part of this is that currently MFD has no ceiling on sick time accrual. There have been thousands of hours of unused sick time accrued for a few individuals. This is an unfunded liability that we carry from year to year.

Chief Smith proposes to make all accrued time off designated as PTO and capped at 1,000 hours. If an employee approaches an accrual of over 1,000 hours, the employee would need to either take the time off or the accrual stops until time off is taken so that the balance is less than 1,000 hours. At the time of termination or retirement, they can cash out 50%. The first 168 hours would be at 100%. The remaining hours up to 500, if there is 1000 accrued, would be paid at 75% of full pay. It allows and encourages time off for mental health beyond vacation time throughout the year.

There would be no change in the accrual rate, it would just combine the two into one accrual.

This would be the last change between the two policy manuals for MFD and WVFD that would make the manuals identical.

There have been several discussions with the Union membership. They understand they are not losing any time, money or benefits.

For the two current employees with over 1,000 hours of sick time accrued, we have spoken to them and have arranged to cash out, over the next year, the overages that they have at 75% or they can take the time off. This way they do not lose anything with the change in policy.

Chairman Thurman asked if our legal counsel has approved of this. Doug Fant, attorney for MFD verbally replied Yes that he approved of this policy change.

Member Junkins motioned to change the employee paid sick and vacation time off policy to align with the WVFD PTO policy. Member Runyan seconded the motion. The vote was Aye-3, No-0. All present voting Aye. Motion carried.

Chief Smith requested that Attorney Doug Fant review and approve a final draft for any typos or errant language.

11

Possibly managing Crown King Fire District

Chairman Thurman and David Dye, Chairman of the Crown King fire board, spoke earlier today.

Chief Smith stated that there have been several conversations about the feasibility of the proposed management agreement. It has been estimated to cost (CKFD) Crown King Fire District about \$30,000 per year to enter this agreement with MFD. They have the potential to increase their revenue and do things that will help them out financially. Their labor group, which is non-union are on board with moving forward.

The CKFD board chairman made a request that CKFD pay \$20,000 to MFD for the first year in order to end their year in the black. Then if financials look better and revenue is up next year, we can discuss an increase in the amount of money they would pay MFD to manage their district.

Chief Smith will be attending the next board meeting for CKFD on Monday November 22 to answer questions.

Chairman Thurman stated that he is agreeable to \$20,000.00 for the first year, but no one knows what financials will look like after the first year. He would like to determine the management agreement fee for the second year after the first 11 months.

Member Runyan asked if there would be any liability to MFD by entering into a management agreement. Chief Smith responded that the respective insurance policies with the same insurance company cover employees whether they are in or out of their home district. There is also a State mutual aid compact that covers liability for MFD providing service in CKFD and vice versa.

Member Junkins agrees with a fee of \$20,000.00 for the first year to be revisited before the end of the first year of the agreement.

Member Junkins motioned to approve a Mayer Fire District management agreement with the Crown King Fire District for a fee of \$20,000.00 for the first year. Member Runyan seconded the motion. The vote was Aye-3, No-0. All present voting Aye. Motion carried.

Chairman Thurman added that CKFD board will be voting on this agreement on Monday November 22, 2021. And they will know that the agreement has been approved by the MFD board. If CKFD board approves the management agreement on Monday, Chief Smith will bring the signed management agreement back to MFD to be signed by Chairman Thurman and Clerk Runyan. Attorney Doug Fant stated that a special meeting is not necessary for the signing since the motion has already been carried.

12 *Revisit the Memorandum of Understanding between Local #306 Mayer Chapter (the Union) and the Fire Board*

Chief Smith stated that nothing needs to be done in this meeting, but changes since the last MOU was signed by a MFD board and current policy changes, as well as pay scale changes will need to be agreed to. Any concerns can be addressed, and the current board can then sign a current MOU.

Chief Smith will email the Board with the current MOU and highlight any changes.

13 *Future Agenda items*

None at this time


14 *Future meeting dates*

The next board meeting will be Wednesday December 15, 2022 at 4:30P.M.
Member Junkins will not be present.
The January board meeting will be January 12th instead of the 19th.

15 *Adjournment*

Member Runyan motioned to adjourn the meeting. Member Junkins seconded the motion. The vote was Aye-3, No-0. All present voting Aye. Motion carried.

Chairman Thurman called the Meeting adjourned at 5:13 P.M.

 12-5-21
Clerk Runyan *Date*