



# BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

## MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY JANUARY 23, 2021

1. **CALL TO ORDER** –Chairman Shannon Scott called the meeting to order at 10:00 AM.
2. **PLEDGE OF ALLEGIANCE** –Chairman Scott led the assembly in the pledge of allegiance.
3. **ROLL CALL OF BOARD MEMBERS:**  
Board Members present: Judy Varns, Shannon Scott and Cindy Perelli. Larry Lambert and Jack Beal were not present.
4. **REVIEW AND ADOPTION OF AGENDA:**  
Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the Agenda as presented and Ms. Varns seconded the motion. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.
5. **ANNOUNCEMENTS:** Next Board meeting will be February 20, 2021 at 10AM.
6. **REPORTS AND CORRESPONDENCE**
  - a. Chairman’s Report: There was no report
  - b. Chief’s Report for December 2020:  
Personnel: 46 total - 21 volunteers, 20 paid reserve, 4 full time and 1 part time admin. New hire: 2 EMS only volunteers and 2 SAFER grant volunteers.  
Apparatus Report: All in service.  
Incident Report: call Volume for December total 8 - 4 EMS, 0 fire, 2 MVC, 2 service calls  
Training Report: 339 training hours during December including topics such as vehicle extraction and airbags, pumping operations, patient assessment and CPR recertification.  
Updates to the Board:
    - Engine replacement update – January 31, 2021 deadline for third vendor to submit proposal.
    - UV air filtration system installed
    - Parking lot cracks filled
    - Audit completed and presentation scheduled for February Board meeting.
  - c. Other Reports: AFDA Board Training update – Annual Laughlin Training has been cancelled. Two returning Board Members will take online training to meet Statue requirements.
7. **CALL TO THE PUBLIC**  
There were no members of the public who wished to speak.
8. **OLD BUSINESS**
  - a. Chief Paine to provide update on door security and proposals.  
Two quotes have been received for door security keypad devices. Prices seemed high, so Judy and Shannon will provide alternative vendors.

## 9. NEW BUSINESS

- a. APPROVAL OF MINUTES - Discussion and possible action to approve minutes from the December 19<sup>th</sup>, 2020 Board Meeting. Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the minutes From December 19, 2020; Ms. Varns seconded the motion. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.
- b. APPROVAL OF THE FINANCIAL REPORT - Discussion and possible action to approve the Financial Report for December 2020. Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the Financial report for December 2020 as presented; Ms. Varns seconded the motion. The Financial Summary was read by Mrs. Wise. After a brief discussion Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.
- c. Discussion and possible action to move funds from the Coconino County Operation Account to the Coconino County Reserve Account. Chairman Scott asked for a motion. Ms. Varns made a motion to approve moving funds from the Coconino County Operation Account to the Reserve Account. Chief Paine said the \$200,000 could be move now and the balance of \$200,236.60 could be move to Reserve Account in April/May time frame. The Board agreed to approve moving \$200,000 to the Reserve Account. Chairman Scott asked for a vote. All were in favor of the motion and the motion passed.
- d. Discussion and possible action to approve the contract renewal for dispatch services with Flagstaff Dispatch. Chairman Scott asked for a motion. Ms. Perelli made a motion to approve renewal of the contract with Flagstaff Dispatch; Ms. Varns seconded the motion. Chief Paine gave an overview of the contract and advised the Board to wait on approval until legal issues are resolved. Item was tabled until the February Board Meeting.
- e. Chief Paine gave a presentation to the Board detailing the C.O.N. (Certificate of Necessity) boundaries for the Fire District. Chief Paine provided copies of the C.O.N to Board members and discussed Mutual Aid Agreements in place with other Agencies.
- f. Discussion and possible action regarding a possible agreement with the Mogollon Ranch community to establish a satellite BRFD facility in Mogollon Ranch. Chairman Scott tabled this item. A committee was created consisting of Shannon Scott and Larry Lambert, to investigate the matter and bring recommendations to the Board at a future Board Meeting.
- g. Planning discussion for the FY 2021-2022 Budget, meeting schedule and Board participation. After some discussion it was agreed to hold the first public Board Work Session on the 2021/2022 FY Budget on February 5, 2021 at 10AM at the BRFD Station.
- h. Planning discussion on renewal of the BRFD Employment Agreement between BRFD and Chief Paine. After some discussion it was decided to form a Board Work Session, which will consist of all Board Member, to work on renewal of an Employment with Chief Paine. The first meeting will be held February 23, 2021.

- i. Discussion and possible action to review and approve Chief Paine's goals. Chairman Scott tabled this item and said that more work needed to be done before Board action could be taken. Further discussion and action will be on a future Board Meeting Agenda.

**10. ADJOURNMENT**

There was no further business for the Board to conduct and Chairman Scott adjourned the Board Meeting at 10:57 AM

**11. AGENDA ITEMS FOR THE NEXT BOARD MEETING**

- Saunders and Co. presentation of FY 2019-2020 Financial Audit
- Approve Chief Pain's Goals
- Committee updates

**12. ADJOURNMENT**

Chairman Scott adjourned the Public Meeting of the Blue Ridge Fire District Board at 10:57 AM.

Respectfully submitted: January 23, 2021

Cynthia Perelli  
Clerk of the BRFD Board

Minutes Approved: February 20, 2021

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Clerk of the BRFD Board