

BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF THE PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION, FRIDAY, JULY, 21th 2017

1. **CALL TO ORDER** – Meeting was called to order at 11:03 AM by Chairperson Alma Seward.
2. **PLEDGE OF ALLEGIANCE** – Ms. Seward asked all present to join her in the Pledge of Allegiance.
3. **ROLL CALL OF BOARD MEMBERS** - Members present were Pete Fenton, Shannon Scott, Cindy Perelli, Alma Seward, and by phone, Monty Blosser.
4. **REVIEW AND ADOPTION OF AGENDA**
Mr. Scott moved to adopt the Agenda; Mr. Fenton seconded. Motion passed by unanimous vote.
5. **APPROVAL OF PREVIOUS MINUTES**
Discussion and possible action to approve Minutes from the Public Board Meeting held Friday, July 21, 2017.
Mr. Fenton moved to approve the minutes as written; Mr. Scott seconded. Motion passed by unanimous vote.
6. **ANNOUNCEMENTS**
 - a. The next Board meeting will be held Friday, August 18th, 2017 at 11 A.M.
 - b. BRFD Auxiliary Sale will be held Saturday September 2nd, 2017, from 8AM to 2PM.
7. **REPORTS AND CORRESPONDENCE**
 - a) Board Chairperson's Report. None.
 - b) Fire Chief's Report, Chief Paine. Chief Paine was on vacation and sent an electronic copy of his June report to Chair Seward, but it was in an inaccessible format. Chair Seward announced that the June Chief's report would be combined with his July report and presented at the August meeting.
 - c) Financial Report for June, 2017. Ms. Seward asked that Sue Thompson, Bookkeeper/Admin for BRFD, read the Financial Report summary to all present. It was moved by Mr. Scott, seconded by Mr. Fenton, to approve the Financial report for June 2017. Ms. Perelli asked Ms. Thompson to look for an expenditure in account 7108 to determine what the expenditure of \$900.00 was for since this account had not had budget funds assigned or been used prior to this report. With no further discussion, the motion to approve passed by unanimous vote.
 - d) Retirement Benefit Committee Report. Ms. Perelli stated that the Committee did not meet prior to Chief Paine leaving on vacation, so the Committee Report was tabled until the next regular Board Meeting in August. After discussion concerning Committee responsibilities, Chair Seward appointed Ms. Perelli as chairperson for the Committee.
 - e) Auxiliary Report to the Board regarding the recent fund raising sale held July 1st. Ms. Perelli, Auxiliary Treasurer, read the Auxiliary Sales Report to the assembly. A copy of the Sales Report is available at the BRFD Station. Chair Seward, on behalf of the Board and the BRFD community, commended the Auxiliary for their dedicated efforts and continuing contribution of time and energy to benefit the District and the community.
 - f) Arizona Fire Districts Association (AFDA) attendees Report to the Board. Board Members attending were Shannon Scott, Monty Blosser and Cindy Perelli. Each reported on their experience and what they found of interest and concern for our Fire District. Firefighter Brandon Sewell asked a question of the Board regarding Board Committees and how these will operate under the current Arizona statutes. Mr. Scott stated that these Committees should comply with open meeting law. For clarification, Mr. Fenton asked about the Chief's Report and what detail he needs to provide for the Board Agenda. The consensus of the AFDA attendees was that the training was significantly enlightening and that much valuable information was gained.

8. OLD BUSINESS

- a) Discussion and possible action regarding the status of the preliminary Audit by Saunders Ltd., Fire District Auditor of record. Sue Thompson, BRFD Bookkeeper/Admin., gave a verbal update to the Board on this item and stated that everything requested by Saunders Ltd. has been sent to them over the last two weeks. No expected completion date of the Audit was given.

9. NEW BUSINESS

- a) PUBLIC HEARING to receive public input on FY 2017/2018 Fire District Budget.:

Chairperson Seward opened the Public Hearing at 11:41 AM. She stated that the floor was now opened to all members of the public for comments and questions regarding the Fire District 2017/2018 Budget, and invited members of the public to speak.

Employee Brandon Sewell commented as to how much time and effort the Budget Committee put in to creating the FY Budget, and he personally thanked the members for all their hard work.

Mr. Jack Beale of Pine Canyon asked what the BRFD web address was so he could get a copy of the FY Budget. Mr. Sewell gave this the web address of www.brfdaz.org.

Dr. Ramon Daniel of Starlight Pines asked if there was a proposed date when the Ratification would take place. Ms. Seward stated that Ratification of the Budget Approval would take place with this meeting. She explained that it was an oversight on the Board's part that a Public Hearing was not held when the FY Budget was approved at the June 16th Board Meeting.

With no further requests for comment from the public, the Public Hearing was closed at 11:45 AM.

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- b) Discussion, consideration, and possible action to ratify, pursuant to A.R.S. 38-431-05, the Board's prior approval and adoption of the 2017/2018 Fire District Budget.

Date of Original Bd. M.	Per A.R.S. §§ 38-431.05(B)(2)&(3), the Following Constitutes the Detailed Written Description of Action to be Ratified	Action Proposed at this Meeting	How/Where to Find More Documentation re Action to be Ratified
06/16/2017	<p>In accordance with its obligations under state statute, the District developed a proposed budget for the 2017/2018 fiscal year. As required by A.R.S. § 48-805.02, a summary of this proposed budget was posted in three public places and a complete copy was posted to the District's website at least twenty days before a public meeting called by the Board to adopt this proposed 2017/2018 Budget. This Budget remains posted, and is viewable, on the District's website.</p> <p>At the original public meeting held on Friday, June 16, 2017, the Board reviewed the proposed 2017/2018 Budget and voted unanimously to adopt and approve this Budget. Adoption of this Budget was properly included for consideration as part of the agenda of that meeting. However, the Board inadvertently took action on the proposed 2016/2018 Budget without first holding a public hearing to receive comment and input from the public on the proposed Budget, as required by A.R.S. § 48-805.02(A).</p> <p>The purpose of this present ratification action is to hold a public hearing to receive public input on the 2017/2018 Budget, and thereafter, to ratify the Board's prior adoption of the 2017/2018 Budget.</p>	The Fire Board proposes to ratify this prior action at this Public Meeting, after first holding a Public Hearing on the 2017/2018 Budget.	All documents, recordings, deliberations, consultations, decisions, and other information preceding and related to this matter are hereby made available at the <u>Blue Ridge Fire District Headquarters, 5023 Enchanted Lane, Happy Jack, Arizona</u> , during normal business hours.

Chairperson Seward read the statements above, titled "**Per A.R.S. §§ 38-431.05(B)(2)&(3), the Following Constitutes the Detailed Written Description of Action to be Ratified**" to all present. Ms. Seward then asked for a motion to approve ratification of the Board's prior approval and adoption of the 2017/2018 Budget.

Mr. Scott made a motion, seconded by Ms. Perelli, to ratify the 2017/2018 Budget pursuant to A.R.S. 38-431-05. Motion passed by unanimous vote.

Chair Seward stated that we had therefore completed the ratification of the Board's prior adoption of the 2017/2018 FY Budget as of this day.

- c) Discussion and possible action to request an audit by CopperPoint Mutual, employee workers compensation insurance carrier—to include the following items and other related matters:

- Status/Location of Current CopperPoint Policy (2016/2017).
- Review/verify fiscal year Policy budgeted amount verses Policy actual amount.
- Initiate request to CopperPoint Mutual to audit our processes and documentation to determine if BRFD employees are being properly classified.

Ms. Perelli stated that during the process for creating the new budget, no copy of the current Policy could be located. The Policy contains a quote for workers compensation coverage. Because the policy could

not be located an estimate was used for creating the Workers Comp budget item. She stated that due to the marked increases in the quarterly policy reports in the last year, she would like to request that CopperPoint audit our process to insure that we are doing everything correctly. Ms. Perelli made a motion that the current policy for CopperPoint Workers Compensation be located and made available to the Board for review. Mr. Scott seconded. Motion passed by unanimous vote.

Mr. Scott made a motion to request that CopperPoint Mutual be contacted to audit our processes and to determine if employees are properly classified. Mr. Blosser seconded the motion. With no further discussion, motion passed by unanimous vote.

- d) Discussion and possible action to determine the necessity of moving all operational and reserve bank accounts to the Coconino County Treasurer, with the exception of a payroll account.

Mr. Scott made a motion to move all operational bank account to the Coconino County Treasurer except for a payroll account. Mr. Blosser seconded the motion. Mr. Scott explained that this action stems from an issue identified at the recent AFDA conference. Motion passed by unanimous vote.

- e) Discussion and possible action to determine if the BRFD Retention Schedule Policy adequately covers / identifies Board documentation and electronic media.

Ms. Perelli moved, and Mr. Scott seconded, that the Board review current BRFD Retention Schedule Policy to insure that all Board documentation and electronic media are adequately covered as required by State regulations. At Mr. Scott's request, the motion was amended to read "A motion to review, and update if needed, current BRFD Retention Schedule Policy to insure the all Board documentation and electronic media are adequately covered as required by State Regulations." Mr. Scott explained some details learned at the AFDA Conference regarding this issue. Ms. Hammer from the audience confirmed that BRFD has an existing Retention Schedule Policy in place. Mr. Scott then requested that Ms. Seward take the existing Policy to our Legal Counsel to determine if it complies with current statutes. The motion was then further amended to read "A motion was made to locate the current BRFD Retention Schedule Policy and take it to the County Attorney to insure that it complies with State statutes". The final amended motion passed by unanimous vote.

- f) Discussion and possible action to determine if the BRFD fee schedule needs updating to insure that items like electronic media copies of public records (email, or portable drives) are covered under the Policy.

Mr. Scott made a motion to review the BRFD Fee Schedule to determine if there is a need for it to be updated to include electronic media copies, email or portable drives. Mr. Blosser seconded the motion. Mr. Scott gave an explanation of this item. Ms. Perelli commented that this should be an action item for Chief Paine to provide a copy of the fee schedule for Board review. Motion passed by unanimous vote.

- g) Discussion and possible action to determine the necessity for reclassifying FY2017/2018 Budget items to break out liabilities, such as Paid Time Off, PSPRS and other liabilities for ease of tracking the expenditures.

Ms. Perelli made a motion, seconded by Mr. Fenton, to form a committee to review the current budget, for the purpose of identifying liability budget items as noted above, and determining if they should be reclassified for ease of tracking. Mr. Scott suggested that a Board committee may not be necessary and that Chief Paine should be able to help with this and provide a proposal to the Board. There was agreement among board members that this might be the best course of action. Accordingly, Ms. Perelli amended the motion to read "The Board hereby requests a proposal from Chief Paine to identify liabilities that can possibly be reclassified for ease of tracking the expenditure." Mr. Fenton seconded the amended motion. With no further discussion, the motion passed by unanimous vote.

10. CALL TO THE PUBLIC

The public is invited to speak on any area of concern. The Board of the Blue Ridge Fire District cannot discuss or act on items presented during the Public participation portion of the agenda pursuant to A.R.S. § 38-431.01(H). Individual Board members may ask questions of the public, but are prohibited

from discussing or considering the item(s) among themselves until the items(s) are officially placed on an agenda for a future meeting. Individuals are limited to a five (5) minute presentation.

PLEASE INDICATE YOUR WISH TO SPEAK ON THE SIGN IN SHEET PROVIDED

There were no members of the Public who had indicated a wish to speak.

Mr. Beale from Pine Canyon asked about moving funds to Coconino County and if the County can use these funds without our knowledge.

11. AGENDA ITEMS FOR THE NEXT BOARD MEETING

Retirement Benefit Committee recommendation to the Board. Tabled at this meeting.

Status of Copper Point Policy and audit request.

Review of Records Retention Policy

Review of Fee Schedule Policy

Recommendations from Chief Paine – Liabilities reclassification on current FY Budget.

Remote access in to BRFD Accounting systems (review current protocols and possible recommendations)

Board access to BRFD Web Site for purposes of posting Agendas and Minutes.

12. ADJOURNMENT

It was moved by Mr. Scott, seconded by Mr. Fenton, to adjourn the Meeting. Motion passed by unanimous vote. Meeting adjourned at 12:29 PM.

Respectfully submitted:

Cynthia Perelli
Cynthia Perelli, Clerk of the BRFD Board

Date: 7-25-2017

Minutes Approved:

Cynthia Perelli, Clerk of the BRFD Board

Date: _____