**BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS**

**MINUTES OF THE SPECIAL MEETING HELD AT THE BLUE RIDGE FIRE STATION**

**Wednesday, MAY, 3rd 2017**

1. **CALL TO ORDER** – Meeting was called to order at 11:01 AM by acting Chairman Cindy Perelli.
2. **PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was said by all present.
3. **ROLL CALL OF BOARD MEMBERS** - Members present were Cindy Perelli, Monty Blosser, Alma Seward, and Shannon Scott. There are four (4) members present due to the resignation of Jerry Smith.
4. **REVIEW AND ADOPTION OF AGENDA**. – Acting Chairman Perelli asked for a motion to adopt the Agenda. Ms. Seward made a motion to adopt the Agenda as written and Mr. Blosser seconded the motion. Motion passed by unanimous vote of members present.
5. **new Business** -
   1. Discussion and possible action to elect Board Officers due to a Board Officer Vacancy.

Acting Chair Perelli asked for a nomination from its member to serve as Board Chair. Mr. Scott nominated Ms. Seward to be elected to the Chair position. Mr. Blosser seconded the nominated of Ms. Seward. Ms. Seward stated that she would accept the nomination with the stipulation that it be an acting position through the month of May and she will not be available the month of June.

She also requested that Board members participate activity in Board duties to share responsibility and minimize the work load falling to one individual. Mr. Scott agreed, and asked Ms. Seward for clarification on her schedule. After further discussion Ms. Seward agreed that she could participate as Acting Chair until such time as a new Board Chair could be elected.

Motion passed by unanimous vote of three members.

Chief Banning pointed out that in the absence of the Chairman the Clerk takes on the role of Chairman which can then be delegated to another member of the Board.

Mr. Scott pointed out that the Board needs to elect an individual for the Clerks position and the requirement that all Board Officers be elected when an Officer vacancy occurs. A nomination was made by Mr. Blosser to retain Ms. Perelli in the Clerks position. Mr. Scott seconded the nomination. Acting Chairperson Seward asked for a vote to re-elect Ms. Perelli as Board Clerk. The vote passed by unanimous vote of three members.

* 1. Discussion and possible action to approve the Minutes from the April 26th Special Board Meeting.

Acting Chairman Seward asked for a motion to approve the Minutes from the April 26th Special Board Meeting. Mr. Blosser stated that he had a change to the Minutes; Ms. Seward stated that a motion was required first. Mr. Scott made a motion to accept the Minutes from the April 26th Board Meeting. Mr. Blosser seconded the motion. Ms. Seward asked if there was any discussion. Mr. Blosser requested that his statement in the fifth paragraph, on page one, regarding the County Attorney be amended. The paragraph would also state that “the Districts Auditor of record would also be acceptable”.

Ms. Seward asked for ask for a vote to accept the Minutes with stated corrections. The vote passed by unanimous vote.

* 1. Discussion and possible action to approve the Minutes from the April 26th Emergency Board Meeting.

Acting Chairman Seward asked for a motion to accept the Minutes the April 26th Board Meeting. Ms. Perelli made a motion accept the Minutes from the April 26the Emergency Board Meeting as written. Mr. Blosser seconded the motion. Ms. Seward asked for a vote to accept the Minutes. Motion passed by unanimous vote.

* 1. Discussion and Possible action to approve and provide Chief Banning with a Letter of Acceptance outlining the terms of his resignation from the Blue Ridge Fire District.

Acting Chairman Seward asked for a motion to approve and provide the Letter of Acceptance to Chief Banning. Mr. Scott made a motion to accept the Letter of Acceptance as written and to provide a signed copy to Chief Banning. Mr. Blosser seconded the motion. Chief Banning stated that he has also reviewed the Letter of Acceptance and is in agreement with the letter as written. Motion passed by unanimous vote.

As Acting Chairman, Ms. Seward took a moment to thank Chief Banning for his service.

* 1. Discussion and Possible action regarding the posting of a BRFD District Board Member Vacancy Notice.

Acting Chairman Seward asked for a motion to approve the posting of Board Member Vacancy Notice. Mr. Blosser made a motion to approve the posting Notice. Ms. Perelli seconded the motion.

A discussion was asked for and Ms. Perelli pointed out that there were decisions to be made as to dates and Members availability. After further discussion it was decided that May 19th, 2017 at 5PM would be the deadline for Board Applications, and Board interviews with candidates would take place on Saturday May 20th at 10AM, with final Board decision on or before May 31st, 2017. Ms. Seward asked for a vote. Motion was passed by unanimous vote.

* 1. Discussion and presentation of the preliminary Budget for FY 2017/2018 to the Board of Directors.

Budget Committee Chairman, Chief Banning comment on the status of the Budget Committee and its process so far. He also stated that the mill rate will have to be raised to $2.75 this year and that this will be a Board decision upon presentation of the final budget. Chief Banning then commented specifically upon the Industrial Insurance carrier, and that he had recently gotten a quote from another carrier (Special Districts Pool) which could potentially save the District money on the Budget. Ms. Perelli asked to be recognized, and made a comment that she believed that the “rate” on this quote was higher than that of CopperPoint Mutual, the present carrier, and asked for clarification. After further discussion is was decided to table the discussion until further information could be obtained. Chief Banning further stated that he had another vendor who was interested in providing a quote on insurance and introduced Mr. Pete Fenton who had provided him with the contact information for this vendor.

Chief Banning asked Mr. Scott to comment further on the Budget. Mr. Scott proceeded by going through the Committee worksheet, noting specific areas of concern asking for any questions or comments from the Board. He also noted that this is a work in process at this time. Mr. Scott asked for comments from Captain Phil Pain and Mr. Paine noted that the safety of the crew should be considered and that finances should be looked at weekly until the final budget is put together.

The Adopted Budget is due before the end of June and has to be posted a minimum of 20 days prior to approve. The Tentative Budget will be presented to the public at the May 20th meeting.

* 1. Discussion and Possible action to vote to go into Executive Session for the purpose of further defining an Employment Agreement with the interim Fire Chief.

Acting Chairman Seward took a moment to introduce Phil Paine as interim Fire Chief. Ms. Seward asked for a motion to enter into Executive Session. Ms. Perelli the a motion to go into Executive Session to define the terms of the Employment Agreement for the Interim Chief. Motion was seconded by Mr. Blosser. Motion passed by unanimous vote.

The Special Meeting is temporarily recessed at 11:57 AM

1. **RECONVENE THE PUBLIC MEETING**

The Special Meeting was reconvened at 1:14 PM.

1. **new Business** (continued)
2. Discussion and Possible action to approve an Employment Agreement with Captain Phil Paine for the positon of Fire Chief of the Blue Ridge Fire Department. (This Agenda item was added by agreement of the Board after the Executive Session Meeting.)

Acting Chairman Seward asked for a motion to approve the Employment Agreement language as amended with Mr. Phil Paine and the Blue Ridge Fire District Governing Board. Mr. Scott made a motion to accept the Employment Agreement between the Blue Ridge Fire District and Captain Phil Paine for the position of Fire Chief. Mr. Blosser seconded the motion. Motion passed by unanimous vote.

Ms. Seward called for a motion to approve the hiring of Mr. Phil Paine as Fire Chief for the Blue Ridge Fire Department from May 10th, 2017 through June 30th, 2019. Shannon made a motion to hire Phil Paine as Fire Chief of the Blue Ride Fire Department. Mr. Blosser seconded the motion. Motion passed by unanimous vote.

1. **The next regular Meeting of the Blue Ridge Fire Department Board has been changed to Saturday May 20th at 11 AM.**
2. **CALL TO THE PUBLIC**

There were no members of the Public who wished to speak.

1. **ADJOURNMENT**

Acting Chairman Seward asked for a motion to adjourn the Meeting. A motion was made by Mr. Blosser and was seconded by Mr. Scott. Motion passed by unanimous vote. Meeting was adjourned at 1.20 PM

Respectfully submitted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cynthia Perelli, Clerk of the BRFD Board

Minutes Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cynthia Perelli, Clerk of the BRFD Board