

# BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

## MINUTES OF PUBLIC MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY, MAY, 20<sup>th</sup> 2017

1. **CALL TO ORDER** – Meeting was called to order at 11:02 AM by Chairperson Alma Seward.
2. **PLEDGE OF ALLEGIANCE**- Chairperson Seward led the assembly in the pledge of allegiance.
3. **ROLL CALL OF BOARD MEMBERS** - Members present were Chairperson Alma Seward, Shannon Scott, and Clerk Cindy Perelli. Three (3) Members were present due to illness and Board vacancy
4. **REVIEW AND ADOPTION OF AGENDA** – Chairperson Seward asked for a motion to adopt the Agenda. A Motion was made by Mr. Scott to Adopt the Agenda as written. Ms. Perelli seconded the motion. The motion passed by unanimous vote.
5. **APPROVAL OF PREVIOUS MINUTES** –
  - a. **Minutes from Public Board Meeting held on April 21, 2017.** A motion was then made to approve the Minutes of April 21<sup>st</sup>, 2017 by Mr. Scott and seconded by Ms. Perelli. Motion carried by unanimous vote.
  - b. **Minutes from a Special Board Meeting held on May 3<sup>rd</sup>, 2017.**
  - c. **Minutes from Executive Session Meeting held May 3<sup>rd</sup>, 2017.** A motion was asked for by Ms. Seward to approve the both Minutes from May 3<sup>rd</sup> with one vote. Ms. Perelli made a motion approve Minutes from May 3<sup>rd</sup> Special Board Meeting and the Executive Session Meeting with one vote. Motion was seconded by Mr. Scott. Motion carried by unanimous vote.
6. **ANNOUNCEMENTS**
  - a. Chairperson Seward stated the next regular Board Meeting will be held Friday June 16<sup>th</sup>, 2017 at 11AM.
  - b. Ms. Perelli announced an upcoming event. There will be Horseshoe Tournament on Sunday, July 2<sup>nd</sup> at 11:00 AM. Proceeds and donation will benefit the Joe Hammer Memorial Scholarship Fund, a local 501 (c) 3 organization.
  - c. Annual Blood Drive will be held at the Starlight Pine Community Center.
  - d. Chief Paine read some correspondence from a patient, thanking the staff for their diligent efforts on a recent EMS rescue from Clear Creek canyon.
7. **REPORTS AND CORRESPONDANCE**
  - a. **Board Chairperson’s Report** – Ms. Seward stated that she was following up on a request made by Board Member Blosser regarding his request for an audit and that she had not receive a response to date from Saunders and Co. She also commented about Roberts Rules of Order and provided a one page sheet to pass to Board Members. This will help with meeting efficiency.
  - b. **Fire Chief’s Report** – Chief Paine gave his monthly report to the Board. A copy of this report is available at the Blue Ridge Fire Station in the Chief’s Office in the Public Book.
  - c. **Financial Report, April 2017** – The financial report was read by Mr. Scott. A motion was asked for to approve the Financial Report. Ms. Perelli and Mr. Scott both had comments. Discussion was asked for: Mr. Scott pointed out some discrepancies regarding needed correction to 8003 Account on the Budget Report. Ms. Perelli noted that the Reconciliation for the Coconino County Account is missing from the Report. Motion was made to table approval of this report to the next Board Meeting. Motion passed by unanimous vote.
  - d. **PSPRS Local Board Report** – Local Board Report was given by Ms. Perelli, PSPRS Local Board Chairperson. There has been no activity to date. The next Board Meeting will be held June 14<sup>th</sup>, 2017 at 8:30 AM.
  - e. **Committee or other Reports**
    - i. Blue Ridge Fire District Board By-Laws revision update.
      1. Ms. Perelli highlighted the most recent change for the Board.

**8. OLD BUSINESS –**

- a. Discussion and possible action to approve the revision to the BRFD Board By-Laws. This item had been tabled from a previous Board Meeting to so additional requested changes could be made.

A motion was asked for to approve this Revision, dated May 20<sup>th</sup>, 2017, to the BRFD By-Laws and Rules of Procedures. Ms. Perelli made a motion to accept the BRFD By-Laws and Rules of Procedures Revision, dated May 20, 2017. Mr. Scott seconded the motion. Motion passed by unanimous vote.

**9. NEW BUSINESS**

- a. Introduction of Phil Paine, as the new Fire Chief for the Blue Ridge Fire Department.

Chairperson Seward announced that Chief Paine became BRFD Chief on May 10<sup>th</sup>, 2017. She introduced him to the public and also commented on how pleased the Board was to have him aboard.

- b. Discussion and possible action to appoint a replacement to fill the Board Member vacancy.

Ms. Seward announced that Mr. Pete Fenton has been selected as the new Board Member to fill the vacancy left by the resignation of Jerry Smith. Ms. Seward asked Mr. Fenton to take Oath of Office from Clerk Perelli. Notarization of Mr. Fenton's signature will take place after the general meeting.

- c. Discussion and possible action to approve the BRFD Tentative Budget for the fiscal year 2017/2018.

A public and Board presentation of the 2017/2018 Tentative Budget was made by Chief Paine. This Budget will not be approved at this meeting. Additional financial data will be gathered and a subsequent meeting will held within the week to approve this Budget.

- d. Discussion and possible action to approve a letter to Mogollon Ranch HOA on the status of allocated funds, in the amount of \$23,290, for District related improvements within the Mogollon subdivision.

Chairperson Seward asked for a motion to approve this agenda item. Mr. Scott made a motion to approve the letter to Mogollon Ranch HOA related to District related improvements within the Subdivision. Mr. Fenton seconded the motion. Motion passed by unanimous vote.

- e. Discussion and possible action regarding Financial Management for the Blue Ridge Fire District.

The Board may vote to go into Executive Session on this matter.

Chairperson Seward stated the she did not feel that the Board needed to go into Executive Session on this issue. Ms. Seward asked for a Motion on this item. Mr. Scott made a motion to set a date to have the Financial Management process, procedures and actions to be compliant with the requirement of the Board. Ms. Perelli seconded the motion.

After some discussion it was felt that a list of requirements be identified and provided to Chief Paine to take action on. Further discussion identified following items:

- Accuracy of Financial Reports - Needs a process to validate Reports
- Timeliness of requested fixes to Financial Reports
- Availability of requested information in a timely fashion
- Be available to perform duties at BRFD rather than remotely
- Be available to attend Board Meetings
- Deadline to implement requested changes is July 1<sup>st</sup>, 2017

Chairperson Seward asked for a vote on Mr. Scott's motion. Motion passed by unanimous vote.

- f. Discussion and possible action to change the Base Hospital Medical Direction for the District.

Chairperson Seward asked for a motion to approve this item. A motion was made Mr. Scott to approve a change of Base Hospital Medical Direction from Verde Valley Medical Center to Payson Regional Medical Center for the Blue Ridge Fire District. Mr. Fenton seconded the motion. Motion passed by unanimous vote.

- g. Discussion and possible action to authorize Chief Paine to act in the capacity of "key Principal" for BRFD with Wells Fargo Bank. Chief Paine stated that there was a need to identify someone who will act as a

“key principal” with the bank for the District. This will allow erroneous bank records to be corrected and will identify an individual who will have the responsibility to manage the BRFD Accounts with Well Fargo. Ms. Perelli made a motion to appoint Chief Phil Paine to act in the capacity of “key Principal” to represent the Blue Ridge Fire Department with Well Fargo Bank. Motion was seconded by Mr. Fenton. Motion passed by unanimous vote.

- h. Discussion and possible action to determine BRFD Board member attendance at the Arizona Fire District Association (AFDA) Conference in Glendale Arizona, July 11<sup>th</sup> through the 13<sup>th</sup>.

Chief Paine requested that Board members state their intention to attend the AFDA conference in July so he can make arrangements. Ms. Seward, Mr. Scott and Mr. Blosser attendance is required. Ms. Perelli will also attend.

**10. CALL TO THE PUBLIC** – No members of the public signed up to speak.

**11. A REQUEST WAS MADE TO AMEND THE AGENDA.** An item was mistakenly left off the Agenda that had been request by Chief Paine. Ms. Perelli made a motion to amend the Agenda to add a proposal from KAIROS Health Arizona, Inc. Mr. Fenton seconded the motion. This is a Pooled Health Care Program allowing BRFD the ability to provide health care to the employees at a reasonable cost to the District. This would be an option for the employee and not necessarily take the place of the MERP Program currently in place. Mr. Scott made a motion to accept the quotation from KAIROS Health Arizona, INC to provide an optional health care for BRFD employees. Mr. Fenton seconded the motion. The motion passed by unanimous vote.

**12. AGENDA ITEMS FOR NEXT MEETING**

- Approval of Saunders Company, Ltd. As auditor for BRFD This is a quotation for auditing services and is a three year contract in the amount of FY 2016-2017 - \$7,800, FY 2017-2018 - \$7,800, FY 2018-2019 - \$8,100, for a total of \$23,700 for contract period.
- Approval of Air Technology Solutions quotation of \$7,404 to service the air handler system currently installed in the Station.
- April 2017 Financial, tabled item (if not approved in previous meeting)
- Update on CCP 3&7 interest in joining the Fire District.

**13. ADJOURNMENT**

Chairperson Seward asked for a motion to adjourn. A motion was made by Mr. Fenton to adjourn the meeting. Mr. Scott seconded the motion. Meeting adjourned at 12:16A.M.

Respectfully submitted:

By: Cynthia A. Perelli  
Cynthia Perelli, Clerk of the BRFD Board

Date: 5/22/2017

Minutes Approved Cynthia A. Perelli  
Cynthia Perelli, Clerk of the BRFD Board

Date: 6/16/2017