

BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF PUBLIC MEETING HELD AT THE BLUE RIDGE FIRE STATION FRIDAY, April, 21st 2017

1. **CALL TO ORDER** – Meeting was called to order at 11:01 AM by Chairman Jerry Smith
2. **PLEDGE OF ALLEGIANCE**- Chairman Jerry Smith led the assembly in the pledge of allegiance.
3. **ROLL CALL OF BOARD MEMBERS** - Members present were Chairman Jerry Smith, Monty Blosser, Shannon Scott, and Clerk Cindy Perelli. Alma Seward arrived at 11:11 AM. All Members present.
4. **REVIEW AND ADOPTION OF AGENDA** – a motion to adopt Agenda was made by Mr. Scott and seconded by Mr. Blosser. The motion pass by unanimous vote.
5. **APPROVAL OF PREVIOUS MINUTES** –
 - a. **Minutes from Board Meeting held on March 17th, 2017.** A motion was then made to accept the Minutes of March 17th 2017 by Mr. Scott and seconded by Mr. Blosser. Motion carried by unanimous vote.
 - b. **Minutes from a Special Board Meeting held on April 7th, 2017.** A motion was then made to accept the Minutes of April 7th 2017 by Ms. Perelli and was seconded by Mr. Scott. Motion carried by unanimous vote with a stipulation that noted corrections be made to approved Minutes.
6. **ANNOUNCEMENTS**
 - a. A reminder that the next meeting to the Blue Ridge Fire District Board will be Friday, May 19th, 2017 at 11A.M.
 - b. Chief Banning added as a reminder, that Dr. Scott with Scott Animal Hospital will be at the Fire Station on Saturday, April 22nd from 10AM to 12PM for the annual vaccination clinic.
 - c. Chairman Smith announced the Chief Banning had had tendered his resignation and that there will be an executive session meeting on Wednesday the 26th of April to address the issue and determine how the Fire Department will go forward.
 - d. Chief Banning announced that he had tendered his resignation to the Blue Ridge Fire District Board on April the 18th, and will be leaving the Blue Ridge Fire Department for a position as Fire Chief in Girdwood Alaska. He stated that his last day of work will be May 10th 2017.
7. **REPORTS AND CORRESPONDANCE**
 - a. **Fire Chief's Report** – Chief Banning gave his monthly report (March / April) to the Members. A copy of this report is available at the Blue Ridge Fire Station in the Chief's Office in the Public Book.
 - b. **Committee or other reports**
 - i. 2017/2018 Budget Committee Report: Chairman Smith asked Chief Banning to give a summation of the status of the Committee and the upcoming Budget. Chief Banning stated that based on the work done so far it will be necessary to raise the mill rate (tax rate) by the 8% allowable by law. Chief Banning deferred to the two other members of the Committee, Mr. Scott and Ms. Perelli for further comment. After some discussion as to the reasons for the needed tax increase and underlying causes, Mr. Scott stated that a preliminary Budget should be available by the end of the coming week (April 28/29). Mr. Scott also stated that a Budget Committee Meeting was also scheduled for later on the day of this Board Meeting.
8. **CALL TO THE PUBLIC** – No members of the public signed up to speak.

9. OLD BUSINESS –

- a. Discussion, review and possible action to approve the revised Blue Ridge Fire District Board By-Laws.
Ms. Perelli and Ms. Seward provided the Board with a copy of the Draft revision to the document and discussed the changes that were made. During the discussion it was pointed out that there were some further correction/edits that needed to be made and that Rule 23 Financial Policy, needed to be removed due to duplication in Article IV Financial Policy. Chief Banning suggested that there should also be some reference to Policy C102.1.1 “Organizational Structure, Duties and Responsibilities” in Article IV – Fire Chief. After additional discussion it was decided to table approval of the revision until the Board Meeting in May. At that time the additional changes / corrections will have been incorporated.

10. NEW BUSINESS

- a. Discussion and possible action to approve the March 2017 Financial Report.
Chairman Smith asked Mr. Scott to read the summary Financial Report for March to the members. Chairman Smith asked for a motion to accept the Financial Report. A motion was made by Ms. Perelli and seconded by Mr. Blosser.
When a discussion was asked for, Mr. Scott pointed out that the revised Budget Report dated March 17th, 2017, no longer contained \$75,598 in spending and asked for Chief Banning to comment. Chief Banning said he would have to talk to the Bookkeeper to determine the reason for this. Ms. Perelli also commented on what appeared to be excessive spending on another account, but her question could not be answered without talking to the Bookkeeper. After further discussion, a motion was made to amend the previous motion and to Table approval of the Financial Report until the May Board Meeting. The motion was made by Ms. Seward and Seconded by Mr. Scott. Motion passed by unanimous vote.
- b. Discussion and possible action to approve the use of a standardized District Board Employee Performance Evaluation form.
Ms. Perelli provided the Members with a draft copy of the Employee Performance Evaluation form to look at, and asked for an opinion on several changes that she was recommending. After discussion on each of the highlighted items, all changes were accepted with the exception of one which will remain as written. Ms. Perelli commented that having this Evaluation Form will allow for a uniform performance review for District Employees, primarily the Fire Chief. A motion was asked for to accept the use of this Form. Ms. Seward made a motion to approve implementation of the use of the Blue Ridge District Employee Performance Evaluation form. Mr. Scott seconded the motion. Motion passed by unanimous vote with the stipulation that the changes mentioned be incorporated into the form before release.
- c. Status for the Board requested Policy update. – Chief Banning. Chief Banning provided a draft markup copy of Policy C102.1 which is the Policy the Board had requested some changes to. Primarily the changes amounted to a clearer definition of terms used in the document. A motion was asked for by Chairman Smith. Ms. Seward made a motion to accept all updates to the Policy and motion was seconded by Mr. Blosser. There was no further discussion on this matter. Motion passed by unanimous vote.
- d. Update on the interest of CCP 3&7 joining the Fire District – presenter Olivia Leon.
This item was tabled due to the presenter not being present, and no other speakers on this subject available.

11. AGENDA ITEMS FOR NEXT MEETING

- Review and approval of Financial Report for March
- Presentation of preliminary Budget for FY2017/2018
- Review and approval of final draft of By-Laws revision
- Update on the interest of CCP 3&7 joining the Fire District

12. ADJOURNMENT

Chairman Smith asked for a motion to Adjourn. A motion was made by Mr. Scott and seconded by Mr. Blosser. Meeting was adjourned at 12:17A.M.

Respectfully submitted:

By: Cynthia Perelli Date: 4-25-2017
Cynthia Perelli, Clerk of the BRFD Board

Minutes Approved _____

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