

BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS
PUBLIC MEETING
SATURDAY, DECEMBER 19, 2015
BLUE RIDGE FIRE STATION
MINUTES

1. **CALL TO ORDER:** The meeting was called to order at 2:05 p.m. by Chairman Richard Eng.
2. **ROLL CALL:** Board members present: Richard Eng, Alma Seward, Nick Gemrose, Jerry Smith. Absent: Monty Blosser (joins the meeting at 2:15 p.m. during Executive Session).
3. **PLEDGE OF ALLEGIANCE:** Chairman Eng led those attending in the Pledge of Allegiance.
4. **REVIEW AND ADOPTION OF AGENDA:** Moved by Alma Seward, seconded by Jerry Smith, to adopt agenda. **Motion passes: 4-0.**
5. **VOTE TO MOVE INTO EXECUTIVE SESSION, pursuant to ARS 38-431.03(A)1, for the sole purpose of discussion of personnel matters:** Board votes by unanimous consent to move into Executive Session.

Board enters Executive Session at 2:08 p.m. Executive session adjourns at 4:02 p.m.

Board reconvenes in Public Session at 4:06 p.m. with all members present.

6. **APPROVAL OF PREVIOUS MINUTES:** Moved by Richard Eng, seconded by Nick Gemrose, to approve minutes of the regular monthly meeting on November 21, 2015. **Motion passes: 5-0.**
7. **ANNOUNCEMENTS:**
 - A. Copperpoint Industrial Agency conducted an audit during the month of November.
 - B. The US Labor Dept. Wage & Hour Div. will be at BRFD on Tues. Dec. 22 to conduct its review of an unspecified complaint.
 - C. Finance Officer Cindy Pirelli announced that she will be resigning her position at the end of her contract on December 31. She will continue on a month-to-month basis while a replacement is recruited and trained.
8. **REPORTS AND CORRESPONDENCE:**
 - A. **Fire Board Chairman's Report:** None.
 - B. **Fire Chief's Report:** Chief Banning presented the report for November/December (11-21-2015 to 12-18-2015), copy attached for the record.
 - C. **Committee or Other Reports:** None.
9. **CALL TO THE PUBLIC:** Linda Hammer from Starlight Pines pointed out that an item from the previous meeting was not placed on today's agenda. The Board Clerk noted the omission as an oversight, and the Board agreed that the item, not being of an emergency nature, would be addressed at its January meeting.
10. **OLD BUSINESS:** None.
11. **NEW BUSINESS:**
 - A. **Financial Report for November 2015 – Review and Action required:** Jerry Smith read the report for period ending 11-30-15 as presented. Moved by Monty Blosser, seconded by Nick Gemrose, to accept the Financial Report as read. **Motion passes: 5-0.**
 - B. **Monthly & quarterly costs for Volunteer Firefighters and Civilian employees.** Possible action item: After discussion with Chief Banning and Finance Officer Pirelli, the Board was made aware of the purely statistical nature of these figures in determining insurance coverages, and that these did not reflect actual expenditures by the District. No action was required.

- C. Change of date of January 2016 meeting:** Combined with Item 11 D below.
- D. Board Secretary report of 2016 meetings and posting locations per County requirements:** After extensive discussion and consideration of comments from the public in attendance, it was proposed by Board action that all regular monthly meetings in 2016 would be held at 10:00 a.m. instead of 4:00 p.m., that they would be held on Thursdays rather than Saturdays, with the exception of meetings in May, June, July and August, which would continue on Saturdays (but at 10:00 a.m. rather than 4:00 p.m.). **Moved** by Alma Seward, seconded by Jerry Smith, to adopt the 2016 schedule of meetings as presented above. **Motion passes: 5-0.**
- E. Discussion and possible action concerning requirement by Arizona law for Board members to attend the January AFDA Conference:** Chief Banning verified the attendance at the January AFDA Conference by Board members as required.
- F. Discussion and possible action to approve policy for Safe Baby Haven Program at BRFD facilities:** After Board review of Policy No. H201 presented by Chief Banning, it was **moved by** Alma Seward, seconded by Nick Gemrose, to approve the Safe Baby Haven Program policy and procedure as written. **Motion passes: 5-0.**
- G. Discussion/possible approval of draft BRFD Bookkeeping Manual:** Finance Officer Cindy Pirelli presented a draft District Bookkeeping Procedures Manual for review and approval by the Board. The Board assigned Clerk Alma Seward to review and proofread the draft Manual; the final draft will be placed on the agenda for Board approval at the January meeting.
- 12. ADJOURNMENT:** **Moved** by Monty Blosser, seconded by Jerry Smith, to adjourn. **Motion passes: 5-0.** Meeting adjourned at 5:32 p.m.